Representation and Authority

The Governance Committee shall be chaired by the 2nd Vice President. He/she shall maintain the Constitution, Bylaws, Policy Decisions, and Procedures Manual of SWAAAE and be responsible for appropriate amendments and other interpretations of the contents of this document.

Policy decisions may be adopted by the Board of Directors or the general membership. Such decisions may expand, interpret and/or implement the intent and provisions of the Chapter Constitution and Bylaws. Such policy decisions shall be numbered serially according to the time of adoption and shall be filed with the official minutes of the meetings of SWAAAE and/or the Board of Directors.

The Procedures Manual shall incorporate the Bylaws and Policy Decisions to guide the Board of Directors, Committee Chairs, other key volunteers, and the Executive Director in the management of the affairs of SWAAAE, consistent with the Articles of Incorporation.

Program Areas

Bylaws - The Bylaws rule and govern the internal affairs of SWAAAE and will be required to be amended from time to time. Typical amendments include incorporating Policy Decisions into the Bylaws rather than continually reaffirming a Policy Decision. All Bylaw amendments are required to be submitted to the national AAAE for approval prior to their adoption.

Policy Decisions – Policy Decisions shall implement actions of the Board of Directors and the General Membership. This Committee shall be responsible for maintaining the Policy Decisions, appropriate amendments, and other interpretations of the Policy Decisions.

Procedures – The Procedures Manual shall reflect the current procedures to implement the business of SWAAAE. The Board of Directors and Committee Chairs shall use the manual in the course of their responsibility. The Policy Manual shall be amendment for time to time to keep current in the actions.

Timeline

The Bylaws should be reviewed periodically during SWAAAE’s fiscal year. Amendments shall be proposed/developed at the Board of Director’s meetings. The General Membership shall vote to approve any amendments to the Bylaws at the General Membership Meeting held during the Airport Management Short Course or the Annual Summer Conference. Specific timing requirements for posting proposed changes in advance to the General Membership must be followed in accordance with the Bylaws.

Policy decisions are reviewed annually at the Winter Conference and will either be incorporated into the Constitution and Bylaws where applicable or reaffirmed as a continuing policy by the General Membership. Policy decisions remaining in effect will be renumbered serially and identified with the year of reaffirmation.
The Procedures Manual will be updated regularly as needed and presented to the Board of Directors and reviewed by the General Membership at the Summer Conference.

**Miscellaneous Notes**

The Bylaws and the Policies go hand in hand.

This document was updated by the FY18/19 Bylaws, Policies, and Recognition Committee Chair, 2nd Vice President Judy Ross, A.A.E., C.A.E. and Co-Chair Kevin Bumen, A.A.E., C.A.E.