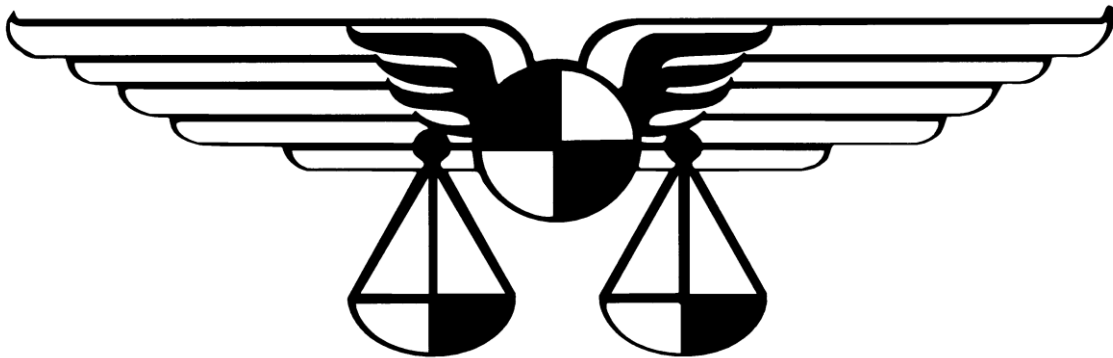




OPERATIONS MANUAL

THE SOCIETY OF ALLIED WEIGHT ENGINEERS, INCORPORATED



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Robert A. Gilchrist

20 May, 2011



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SECTION 1

INTERNATIONAL ORGANIZATION

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



1. INTERNATIONAL ORGANIZATION

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

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

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

BY-LAWS INTERPRETATIONS BY BOARD OF DIRECTORS

1977 - Motion 10

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

1978 - Board Agenda Item IV-D

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

1992 Board Agenda Item IV-F.11

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

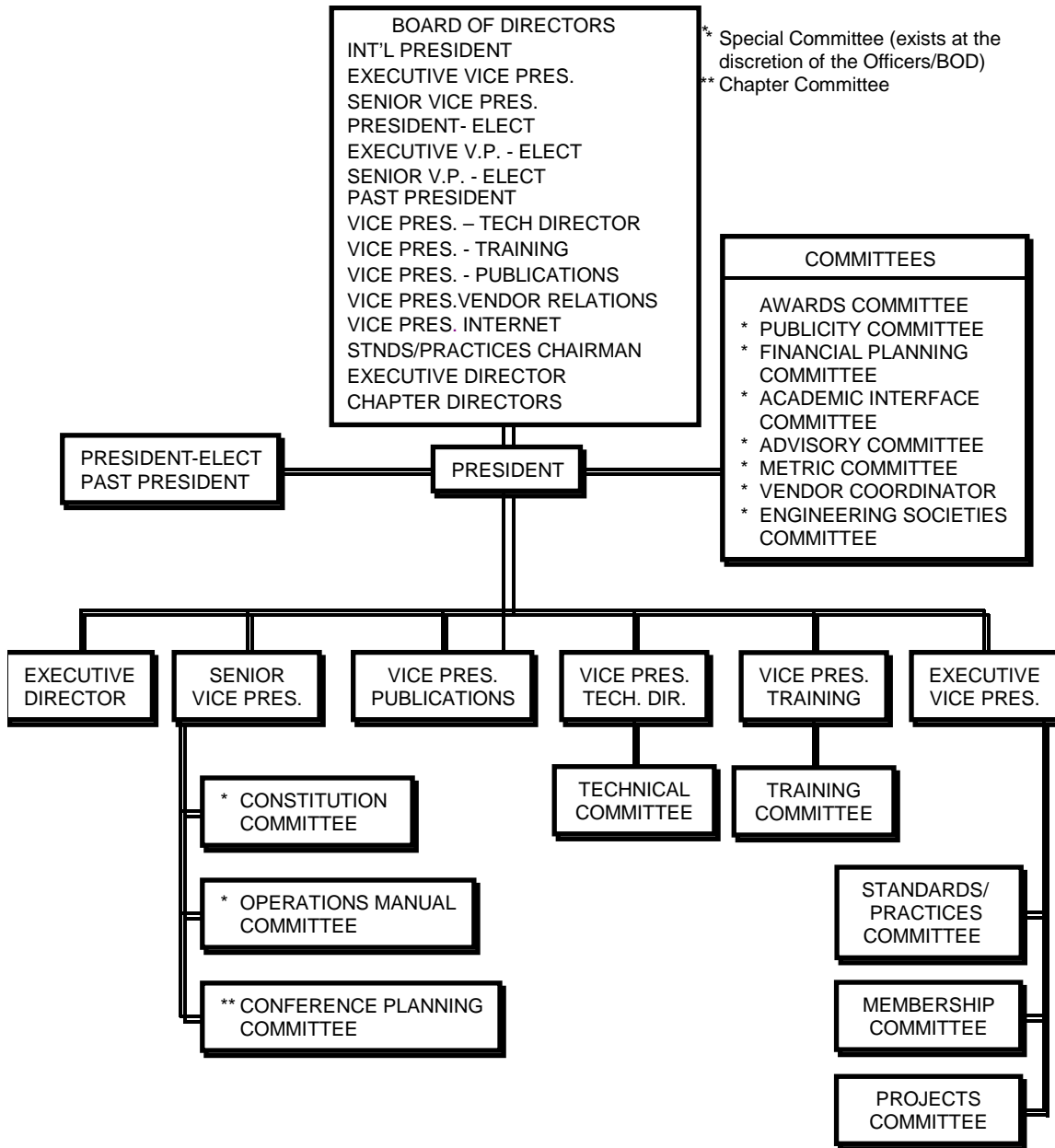


Figure 1-1 Organization Chart



1.1 INTERNATIONAL OFFICERS

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

1.1.1. INTERNATIONAL PRESIDENT

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

The International President's duties are as follows:

1.1.1.1 ROLES AND RESPONSIBILITIES

- Supervises the activities of all SAWE officers and committee chairmen.
- Prepares agenda for Board of Directors (BOD) meetings.
- Presides at all BOD meetings, assuring they are carried out in accordance with the By-Laws.
- Presides at member meetings during annual conference.
- Calls for and presides at special BOD meetings.
- Compiles a list of qualified candidates for submittal to the BOD for their appointment of Executive Director, Vice President - Technical Director, Vice President-Training, Vice President – Publications, Vice President-Vendor Relations, and Vice President-Internet
- Appoints the chairman of the Awards Committee.
- Appoints, as required, standing and special committees.
- Coordinates with elected and appointed officers to develop a calendar for major international affairs for the entire year.
- Reviews quarterly financial statement from Executive Director for dissemination to the membership.
- Countersigns all checks written for over \$2000 by the Executive Director, Conference Chairman, and Conference Finance Chairman.
- Conference Planning
- Concurs with selection of date, time, and location for Conference Planning Meeting.
- Concurs with agenda for Conference Planning Meeting.
- Presides at Conference Planning Meeting.
- Coordinates the Conference Planning Meeting and Regional Conference Schedules in order to avoid conflict. The Conference Planning Meeting has first priority.
- Submits articles to Vice President of Publications for inclusion in each newsletter.



1.1.1.2 CALENDAR OF EVENTS

Month	International President Calendar of Events										
April	Derive list of committee chairmen for BOD approval for the following committees: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Awards</td> <td style="width: 50%;">6. Technical Advisory</td> </tr> <tr> <td>2. Steering</td> <td>7. Parliamentarian</td> </tr> <tr> <td>3. International Publicity</td> <td>8. Historian</td> </tr> <tr> <td>4. Vendor Coordination</td> <td>9. Public Relations</td> </tr> <tr> <td>5. Metric Conversion</td> <td>10. Academic Board</td> </tr> </table>	1. Awards	6. Technical Advisory	2. Steering	7. Parliamentarian	3. International Publicity	8. Historian	4. Vendor Coordination	9. Public Relations	5. Metric Conversion	10. Academic Board
1. Awards	6. Technical Advisory										
2. Steering	7. Parliamentarian										
3. International Publicity	8. Historian										
4. Vendor Coordination	9. Public Relations										
5. Metric Conversion	10. Academic Board										
May	Attend/participate in BOD as International President-elect Officially installed as International President at ceremony following International Conference.										
June	Establish calendar of activities										
August	Review 1st quarter financial statement Review proposed agenda for Conference Planning Meeting										
September	Attend regional conferences										
Sept/Oct	Attend Conference Planning Meeting										
October	Attend regional conferences										
November	Attend regional conferences										
January	Assure slate of officers is complete.										
February	Review third quarter financial statement										
April	Letter to all officers and committee chairmen requesting annual reports. Submit head table names for conference opening, SPC opening, SPC luncheon, and Awards banquet to Conference Chairman										
May	Presides at BOD meeting, conference and awards banquet.										



1.1.2. EXECUTIVE VICE PRESIDENT

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

1.1.2.1 ROLES AND RESPONSIBILITIES

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

1.1.2.2 STANDARDS AND PRACTICES (SP) COMMITTEE

- Appoints the chairman of the SPC Committee.
- Assists SPC Committee chairman in developing program for the SPC session at the annual conference.
- Is ex-officio member of SPC Committee.
- Attends and participates in Conference Planning Meeting, particularly in regard to SPC sessions.
- Assists SPC Committee as needed or requested.
- Submits annual report on SPC Committee's activities.

1.1.2.3 MEMBERSHIP COMMITTEE

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

1.1.2.4 PROJECTS COMMITTEE

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



1.1.2.5 CALENDAR OF EVENTS

Month	Executive Vice President Calendar of Events
April	Elected to office. Appoints chairman for: Membership Committee SPC Committee
May	Attends Board of Directors meeting as a voting member (Executive Vice President Elect). Officially installed as Vice President at ceremony following International Conference.
June/July	Assist SPC Committee in establishing plans for SPC Session. As Chairman of the International Projects Committee, solicit, publicize, and coordinate all chapter projects. Write letter to each chapter Vice President in this regard.
Sept/Oct/Nov	Encourages and attends regional conferences. Attends Conference Planning Meeting concentrating on SPC session.
Nov/Dec	Assists Membership Committee Chairman in formulating membership campaign.
February	Follow-up letter to each chapter Vice President requesting project information and status.
March	Prepare annual report on chapter projects, SPC Committee and Membership Committee activities, and mail to International Officers and Board of Directors.
April	Assists SPC Committee in finalizing plans, facilities, and agenda for SPC session.
May	Attends Board of Directors meeting. Attends author's breakfast on Standards and Practices day.



1.1.3. SENIOR VICE PRESIDENT

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

The duties of the Senior Vice President are as follows:

1.1.3.1 ROLES AND RESPONSIBILITIES

- Serves in the absence of either the International President or the Executive Vice President.
- Oversees maintenance of operations manual.
- Assures that proper procedures are followed in making revision of SAWE By-Laws.
- Submits articles to Vice President of Publications for inclusion in each newsletter.
- Submits annual report to BOD.
- Attends and participates in annual BOD meeting.
- Issues Conference Planning Meeting invitations to members of the Technical Committee, SPC Committee, Conference Planning Committee, and each Director.

1.1.3.2 ANNUAL INTERNATIONAL CONFERENCE

- Is the Executive Chairman of the Conference Planning Committee of each host chapter.
- Becomes thoroughly familiar with the duties of all members of the conference committee, and advises when required.
- Know responsibilities, purpose, and location of Conference Planning Committee.
- Conference Planning Meeting.
- Assists conference committee in preparing a tentative budget for annual conference.
- Prepares and mails a tentative agenda and the announcement for the Conference Planning Meeting.
- Attends Conference Planning Meeting, and encourages attendance by each member of the Conference Planning Committee.
- Obtain at Conference Planning Meeting needs for Technical and SPC sessions.
- Obtains approval of Conference budget by International President, and concurrence of other members of the Executive Committee.
- Prepares, with Planning Committee, preliminary and final plans for number of tracks, vendor displays, room assignments, group and spouse's social activities, and annual meeting.
- Compiles and prepares the minutes of the Conference Planning Meeting and mails them to Directors, Committees, and Officers.
- Reviews the monthly conference expenditures and budget.
- Prepares news releases about conference for inclusion in newsletter and journal.
- Maintains cognizance of conference committee activities, and advises as necessary.
- Acts as liaison between the International Officers, BOD, and Conference Committee.
- Advertises and solicits for at least two chapters to bid on hosting future conferences.
- Suggests revisions to the SAWE Operations Manual gained through experience in managing a conference. Submits suggested revisions to the BOD for their approval.



1.1.3.3 CALENDAR OF EVENTS

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

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



1.1.4. DIRECTOR

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

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

1.1.4.1 CHAPTER LEVEL

1. Attends the chapter's executive committee meetings. Present any communications from International officers, and BOD. Solicits action on any pending international business. Conveys chapter viewpoints to International officers or BOD when appropriate.
2. Attends regular chapter meetings. Presents informative reports about international activities, and helps promote regional international events and activities.
3. Aids chapter Vice President to select worthwhile projects and to carry them out to completion.
4. Promotes technical papers from the membership for presentation at regional and/or the International Conference.
5. With appropriate chapter strength and timing, encourages the chapter to bid for International Conference.
6. Encourages the regular issuing of a chapter newsletter.
7. Assists the chapter treasurer in recruiting new members.
8. Represents local chapter, if required, at local inter-society affairs.
9. Encourages formation of student chapters.
10. Brings to BOD any proposal or item of business from local chapter.
11. Supervises preparation of, and presents bid by local chapter to host regional or international conference.
12. Canvasses the chapter membership for members worthy of international awards or honors (Honorary Fellow, Fellow, Ed Payne, Student, Richard Boynton, etc.), and submits candidates to International Awards Committee.
13. Seeks and encourages members' interested, qualified, and able to serve as international officers.
14. Submits to International Executive Director the names of the chapter elected officers



1.1.4.2 INTERNATIONAL LEVEL

- Participates in the BOD meeting held prior to the annual conference. The Director should attend this meeting in person. If he cannot, the chapter should appoint an alternate, or assign a proxy. Prior to attending this meeting, the Director should ascertain his chapter's position on all issues coming before the Board. If the chapter decides to bring an issue or business matter before the Board, it shall be the Director's responsibility to contact the International President to request that such items be included on the agenda.
- Participates in any properly called special BOD meetings. The Director shall recommend and obtain instructions on how to cast the chapter's vote.
- Presents the chapter bid to host an International Conference to the BOD.
- Prepares the necessary forms and background materials for an international awards candidate(s), and submits them to the Awards Committee.
- Submits to Executive Director chapter members to be nominated as an international officer.
- Submits to the Executive Director chapter's intention to disband.
- Submits chapter member biography to Vice President-Publications for bereavement and retirements, in accordance with Section 9.

1.1.4.3 CALENDAR OF EVENTS

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

1.1.5. PAST INTERNATIONAL PRESIDENT

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

1.1.5.1 ROLES AND RESPONSIBILITIES

- Advise the International President when requested.
- Assures that there are at least two candidates for each elected office.
- Attends and participates in the Board of Director's meetings.
- At the International President's request, chair and/or participate on special committees. (Normally the Nominations Committee)

1.1.6. INTERNATIONAL PRESIDENT ELECT

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

1.1.6.1 ROLES AND RESPONSIBILITIES

- See Duties, INTERNATIONAL PRESIDENT.
- Has list of appointees available for concurrence by the BOD.
- Attends and participates in the BOD meeting



1.2 APPOINTED INTERNATIONAL OFFICERS

BY-LAWS REFERENCE: VI, 1 (d)

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

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

1.2.1. VICE PRESIDENT – PUBLICATIONS

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

1.2.1.1 ROLES AND RESPONSIBILITIES

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



1.2.1.2 CALENDAR OF EVENTS

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



1.2.2. VICE PRESIDENT - TECHNICAL DIRECTOR

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

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

1.2.2.1 ROLES AND RESPONSIBILITIES

- Appoints members of the Technical Committee which represents the technical areas and product lines of SAWE membership. Current areas of interest are: marine, space/missiles, aircraft, and land vehicles. Additional members may be appointed to represent specialized areas such as; preliminary design, materials, computer application, airline operations, cost. etc.
- Appoints the Handbook Chairman to oversee the SAWE Weight Engineers Handbook.
- Integrate the SPC workshops with the technical tracks into a conference program.
- Manage for SAWE any technical activities such as technical participation with other societies, and technical lectures/presentations sponsored by SAWE.
- The SPC Chairman, appointed by the Vice President, is a member of the Technical Committee.



1.2.2.2 CALENDAR OF EVENTS

Month	Vice President – Technical Director Calendar of Events
June	<p>Prepare article for 1st President's Newsletter with the following information; previous Conference report, a list of Technical Committee members to serve as track chairmen for the next International Conference.</p> <p>Prepare articles for the first journal. It shall contain a brief description of the technical activities at the previous International Conference.</p> <p>Prepare call for Papers and Instructions to Authors; have copies sent to all of the directors, international officers, and technical track chairmen and to web site chairman for inclusion on the sawe.org web site.</p>
August	<p>Prepares article for 2nd President's Newsletter with the following information: Information on the next International Conference with requests for abstracts and dates for final acceptance of papers.</p> <p>Copy of the Call for Papers previously sent to Directors, etc.</p> <p>Prepare Conference Initial Data Package to be sent to Technical Committee. Package will contain the following:</p> <p>Instructions to committee chairmen and important dates to be remembered and acted upon.</p> <p>A copy of SAWE Memo, "Conference Preparation."</p> <p>Review draft of journal as required.</p>
September	<p>Make plans to attend as many of the regional conferences as time will allow. Notify the individual chairman in advance.</p> <p>Contact each Technical Track chairman, reminding them of the key milestone dates and forthcoming Conference Planning Meeting. (Regular contact with each conference chairman is most important.)</p>
Sept/Oct	<p>Attend Conference Planning Meeting and preside over Technical Planning portion of meeting.</p> <p>Prepare minutes of the Technical Committee Meeting and send copies to the President, Executive Vice President, Senior Vice President, and Vice President - Publications.</p>
October	<p>Prepare article for 3rd President's Newsletter with the following information: Information about the forthcoming Technical Conference Preliminary Announcement</p> <p>An up-to-date listing of the Technical Track chairmen, with any changes.</p>
November	<p>Review draft of journal as required</p> <p>Prepare article for 4th President's Newsletter with the following information: A condensed version of the minutes of the Conference Planning Technical Track.</p> <p>Any changes that may have taken place on the Technical Committee.</p>
December	<p>Prepare Conference Announcement and mail information to Vice President – Publications</p> <p>. Announcement to contain the following:</p> <p>Invitation from President, Conference Chairman, Vice President –Technical Director, SPC Chairman, and VP Vendor Relations.</p> <p>A list of all technical tracks with as much information as is available.</p> <p>A SPC workshop program as detailed as possible.</p> <p>A Schedule of Events and Registration fee and late registration fees.</p> <p>A list of Special Events with attendant costs.</p>



Month	Vice President – Technical Director Calendar of Events
December (cont.)	Send Conference Second Data Package to track chairmen. Package to contain the following: Procedural review of Conference rules on paper selection for Mike Hackney Award consideration. Sample format for the Conference program, plus numbers for paper assignments. Review draft of journal as required
February	Prepare article for 4th President's Newsletter.
March	Send final Conference program data to Executive Director. Prepare annual report to the Board of Directors' listing highlights of previous year's accomplishments. Mail to Executive Director. Mail letters to all Sponsors and Exhibitors, thanking them for their continued participation and requesting participation for the upcoming Conference.
April	Telephone track chairmen and review status of Conference program, and make any last minute adjustments. Submit final conference program to Executive Director for printing. Review papers submitted for consideration for Mike Hackney Award. Obtain recommendations from Technical Track chairmen. Combine all recommendations and select winner. Announce Mike Hackney Award winner at Awards Banquet.



1.2.3. VICE PRESIDENT – TRAINING

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

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

1.2.3.1 ROLES AND RESPONSIBILITIES

Planning

- Biennially prepare a 5-year plan for class curriculum, scheduling, class development and budget for approval by the International President.
- Annually present a Training Plan and Training Budget to the Board of Directors as part of the Officer Report of the VP-Training at the annual meeting that covers curriculum, scheduling, and class development.
- Maintain a breakeven budget over the last 5 years.
- Annually, prepare annually a class cost schedule and allowable expense schedule for approval by the International President.

Class Development

- Set and maintain standards for class and text book quality, and student satisfaction
- Coordination with other SAWE officers, regional conference chairman and the annual conference chairman to make training classes available at every opportunity
- Coordinate with Vice President Technical Director to assure all training materials are reviewed by the VP TD or a Technical Committee 30 days prior to the scheduled date of the class.
- Prepare, distribute and analyze class quality questionnaires.

Administration

- Prepare and maintain a SAWE Training web site, VP-Training Handbook, and metrics.
- Prepare articles for each of the four SAWE Newsletters that describe plans and accomplishments.
- Prepare an article(s) for the SAWE Weight Engineering Journal describing any training classes, if not done by the local Training Coordinator. Article should include names and photographs of the students, and a short class description.
- Prepare bids and proposals for training classes, at company sites, with prior approval of the International President of any bids.
- Purchase training materials and resources, with prior approval of the International President.
- Review and approve all training related expenses including but not limited to instructor's expenses, promotional items, on site training expenses, class development expenses, regional conferences expenses, textbook expenses and international conference expense.
- Establish and maintain an active Training Committee consisting of Instructors, training coordinators and other interested parties, (but less than 10 members), to review and execute the training plans.
- Provide Training class room requirements to the Senior Vice President for upcoming annual conferences.
- Maintain correspondence with instructors to assure that they are prepared for classes and to get their insights into changing student needs.



1.2.3.2 CALENDAR OF EVENTS

Month	Vice President – Training Calendar of Events
June	Prepare article for first President's Newsletter Prepare articles for the first Weight Engineering Journal. It shall contain a brief description of the training activities at the previous International Conference.
July	Prepare for the International President's Approval 5 year Training Plan Annual Training Plan Class Cost Schedule Allowable Expense Schedule
Sept/Oct	Attend the Conference Planning Meeting
December	Submit descriptions of the Training Classes and Instructor for the Annual Conference to the Vice President Publications
March	Confirm all arrangements are made for the Annual Conference Prepare the VP-Training annual report to the Board of Directors Annual Training Plan Annual Training Budget Prepare the following for the International President's approval and President-elect review: 5 year Training Plan Class Cost Schedule Allowable Expense Schedule
May	Attend the Annual Conference Meet with Directors to determine if they would like to develop training classes for their regional conferences or would like a class from SAWE. Meet with the Conference Chairman to determine classes for the next annual conference



1.2.4. VICE PRESIDENT – VENDOR RELATIONS

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



1.2.5. VICE PRESIDENT – INTERNET

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

1.2.5.1 ROLES AND RESPONSIBILITIES

- Solicitation, collection, and timely posting of material suitable for publication on the sawe.org Internet site.
- Direction and oversight of the Internet Service Provider.
- Prioritization of the development of increased website functionality.
- Coordination between the International webmaster and chapter webmasters
- Protection of data sensitive to SAWE members from public release on the Internet.
- Developing the opportunities for SAWE income generation by the sale of technical material, posting of job opportunity advertisements, and vendor advertisements

1.2.5.2 INTERNET ROLES AND RESPONSIBILITIES

- The Vice President – Internet is responsible for the data content posted on sawe.org. The Vice President – Internet will develop some of the information to be posted on the Internet, but will rely on others for generation of this data as well.
- The webmaster, who is located at the Internet Service Provider, is responsible for posting and removing data from the website. The Vice President – Internet will have the ability to post information on the website in time critical circumstances or when the webmaster is unavailable for extended periods of time.
- The Vice President - Internet along with the President, Executive Director, and the Vice President - Publications shall be the only members of the Society to contact the webmaster to provide Internet content. The Vice President – Internet will be included on correspondence with the webmaster by the other officers.
- The Vice President - Internet shall be the only member of the Society to give the webmaster technical direction.
- The Vice President – Internet will receive vendor and job opportunity adds from the Vice President – Publications. The Vice President – Internet will forward advertisement requests to the Vice President – Publications.
- The Vice President – Internet will receive technical paper abstracts, information on award and scholarship winners, and other data formatted for the Weight Engineering Journal from the Vice President – Publications.
- The Vice President – Internet will post electronic versions of the SAWE Newsletter formatted for the Internet which is provided by the Vice President – Publications.
- The Vice President – Internet will receive international and chapter officer contact information from the Executive Director.
- The Vice President – Internet will receive electronic copies of Recommended Practice updates from the Standards & Practices Chairman.
- The President will forward the SAWE calendar to the webmaster and Vice President – Internet for posting on sawe.org.
- Contracts between the SAWE and the Internet Service Provider will be negotiated by the President and/or the Executive Director.
- The Vice President – Internet will prepare a committee report to the BOD meeting.



1.2.6. EXECUTIVE DIRECTOR

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

1.2.6.1 ROLES AND RESPONSIBILITIES

Coordinate printing and distribution of all SAWE materials.

1. Newsletters
 2. Weight Engineering Journal
 3. Roster
 4. Publications and Technical Paper Index
 5. Candidates' statements for election to International Office
 6. Ballots for International election
 7. Ballots for By-Laws changes
 8. Conference Program announcement
 9. Conference registration forms, etc.
 10. Conference programs
 11. SAWE stationery and envelopes
 12. Office forms: application forms, dues record form, membership cards, dues structure form, membership certificates, financial statement forms, and brochures
 13. By-Laws and By-Laws amendments
 14. Weight engineers handbook
 15. Technical papers.
- Have SAWE's financial records audited, and federal and state income tax returns prepared.
 - Prepare quarterly financial statements for inclusion in the newsletter.
 - Seek and maintain bond on himself and on the position of Conference Chairman.
 - Maintain both hard copy, and electronic (MSWord or Adobe PDF) files of papers to sell members (per BOD 1975).
 - Oversee SAWE's budget.
 - Collect dues from all chapter treasurers, members at large, and company members. Establish membership count as needed.
 - Establish alternate signatures for the SAWE bank account; International President, or Executive Director (per BOD 1970).
 - Prepare the format for the candidates' statements for election to the International offices along with official ballot.
 - Prepare the By-Laws changes ballot.
 - Prepare the tentative annual budget, the annual report of the activities of the office and the financial reports required for the Board of Directors meeting.
 - Contact all chapters annually for their status and list of chapter officers.
 - Conduct election by the Board of Directors for any applications for establishing a chapter.
 - Contribute articles for the Newsletter.
 - Maintain the latest roster and publications and technical paper index.
 - Attend the regularly scheduled Board of Directors meeting.
 - Assist all of the International offices including appointed officers whenever requested.
 - Contact each director requesting candidates for International offices by 15 October per Article IV-6 of the By-Laws.
 - Mail ballots to the membership as soon after 15 February as practical.
 - Obtain a liability insurance policy for International and Regional Conferences, as well as bonding insurance for the Executive Director, Conference Chairman, and Conference Finance Chairman.



- Count ballots in presence of two (2) members of his own chapter's executive committee. (BOD 1977). Notify International President and all nominees of election results.
- Solicits annual activity reports prior to the BOD annual meeting from each officer and committee chairmen to be placed on the SAWE Document server.
- Submit Training related invoices and all the forms required to collect money from companies or government agencies.



1.3 STANDING INTERNATIONAL COMMITTEES

1.3.1. PROJECTS

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

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

1.3.2. MEMBERSHIP

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

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

1.3.3. TECHNICAL

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

The Vice President - Technical Director, as the chairman of the Technical Committee, shall appoint members to this committee to pursue and approve the technical excellence of SAWE distributed technical papers, reports, articles, etc. Members of this committee shall include the appointed current conference track chairmen, SPC Chairman, and other members as deemed necessary by the Vice President - Technical Director to meet the technical challenge of Mass Properties Engineering. Committee members shall encourage the writing of technical papers, presentations concerning mass property engineering, technical panel participation, and any other means of promoting mass property engineering.

1.3.4. AWARDS

BY-LAWS REFERENCE: III, 2 (b) – Fellows
III, 2 (a) – Honorary Fellows
V, 2 (a) (4) – International Committees
V, 5 – Awards of Recognition

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

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



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

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

Local chapter awards are the responsibility of each individual chapter.

The SAWE awards procedures are summarized in the following paragraphs and Figure 1-2.

1.3.4.1 FELLOWS AND HONORARY FELLOWS

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

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

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

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

1.3.4.2 MIKE HACKNEY BEST PAPER AWARD

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

1.3.4.3 ED PAYNE AWARD

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

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

1.3.4.4 BEST STUDENT PAPER AWARD

Financial awards for the best student papers at the International Conference of \$1000 and \$500 can be made to the top student papers if warranted. The Vice President - Technical Director will be responsible for the details of soliciting and implementing these awards. Solicitation of Universities for these awards needs to occur prior to the end of preceding school year to allow for implementation into the school's following year curriculum. It is the intent for a project to become part of the school curriculum with the results presented in May at our International Conference. Evaluations will be



done the same as the current best paper award. SAWE may choose to not select one or more of the three best student paper award recipients in any given year."

1.3.4.5 OUTGOING OFFICER RECOGNITION

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

1.3.4.6 BEST CHAPTER NEWSLETTER AWARD

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

1.3.4.7 BEST CHAPTER WEBSITE AWARD

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

1.3.4.8 CERTIFICATES OF APPRECIATION

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

1.3.4.9 INTERNATIONAL PRESIDENT'S AWARD

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

1.3.4.10 BENEFACTOR

While it has been a long time since this award has been issued, it is listed in the by-laws. Benefactors shall be those individuals who, because of their interest in the advancement of SAWE, shall have contributed a substantial sum of money from their own resources. Candidates are nominated by the Awards Committee and elected by three-fourths vote of the Board of Directors.

1.3.4.11 STUDENT AWARD

This award is the responsibility of the Awards Committee.

This award was included in Revision "N" of the Operation Manual, but there is no evidence that it has been presented. The Awards Committee has no plans to present this award at this time. (March 2003)



1.3.4.12 RICHARD BOYNTON LIFETIME ACHIEVEMENT AWARD

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

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

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

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



STEP AWARD	1. CRITERIA FOR AWARD	2. SELECTION GUIDELINES	3. EVALUATION AND SELECTION	4. FINAL ACTION	5. AWARDS PRESENTATION
HONORARY FELLOW	Achieved eminence Made outstanding contributions	Awards Committee establishes guidelines for evaluating and selecting nominees	Awards Committee Evaluates candidates Selects and submits nominees to BOD	Election by $\frac{3}{4}$ vote of the BOD	Made by the Awards Chairman at the Awards Banquet
FELLOW	Achieved distinction Made material contributions	Awards Committee establishes guidelines for evaluating and selecting nominees	Awards Committee Evaluates candidates Selects and submits nominees to BOD	Election by $\frac{3}{4}$ vote of the BOD	Made by the Awards Chairman at the Awards Banquet
MIKE HACKNEY BEST PAPER AWARD	Best Paper at the conference	VP - Technical Director submits selection guidelines to the Technical Awards Committee	Technical Awards Committee totals ballots	VP - Technical Director informs Awards Chairman or recipient	Made by VP - Technical Director at Awards Banquet
ED PAYNE AWARD	Young Engineer under 35 Made significant contributions to SAWE or weight engineering profession	Awards Committee establishes selection guidelines	Awards Committee Evaluates candidates Selects and submits no more than two nominees to BOD	Approval of nominee by $\frac{3}{4}$ vote of BOD	Announcement by Awards Chairman at the Awards Banquet Presentation by International Officer within 60 days of selection
BEST STUDENT PAPER	Similar to Mike Hackney Award but for student papers	VP - Technical Director submits selection guidelines to the Technical Awards Committee	Technical Awards Committee totals ballots	VP - Technical Director informs Awards Chairman or recipient or faculty advisor	Made by VP - Technical Director at Awards Banquet of a \$1000 and \$500 each
OUTGOING OFFICERS RECOGNITION	Each International officer shall receive a suitable award in recognition of their services to society		Upon completion of such service or period of service		Award presented with position and period engraved



STEP AWARD	1. CRITERIA FOR AWARD	2. SELECTION GUIDELINES	3. EVALUATION AND SELECTION	4. FINAL ACTION	5. AWARDS PRESENTATION
BEST CHAPTER NEWSLETTER	Chapter publishes at least one Newsletter per year, and sends a copy to the VP- Publications	Style, Content Usefulness to membership Overall appearance Frequency of publication	VP- Publications reviews all chapter newsletters	Vice President – Publications selects recipient	Announcement by the VP-Publications at the Awards Banquet
BEST CHAPTER WEB SITE	Chapter creates and updates at least once in the last year, a chapter web site on the SAWE web site.	Site Content Ease of Use Timeliness Usefulness to membership	VP- Publications reviews all chapter web sites	Vice President – Publications selects recipient	Announcement by the VP-Publications at the Awards Banquet
CERTIFICATE OF APPRECIATION	Discretion of the VP- Technical Director Publications	Editors of Newsletters Regional Conference Technical Directors Technical Track Chairs	Outstanding performance of duties	Vice President – Technical Director or Vice President – Publications selects recipient	Award presented at the Regional or International Awards Banquet which ever is appropriate, by either VP or a International Officer
INTERNATIONAL PRESIDENT'S AWARD	Individuals who contributed significantly to the goals of International President	Effort beyond the call of duty or office Significant time or effort	President reviews contributions made to SAWE during year and identifies individuals whose actions should be recognized	Once tasks are complete the International President evaluates service that was rendered	International President gives "Certificate of Appreciation" in the form of a International Presidents Award at the Awards Banquet
BENEFACTOR	Individuals who because of their interest in the advancement of SAWE, have contributed substantial sums of money from their own resources	Awards Committee establishes guidelines for evaluating and selecting nominees	Awards Committee Evaluates candidates Selects and submits nominees to BOD	Election by $\frac{3}{4}$ vote of the BOD	Made by the Awards Chairman at the Awards Banquet, along with the equivalence of a life time membership



STEP AWARD	1. CRITERIA FOR AWARD	2. SELECTION GUIDELINES	3. EVALUATION AND SELECTION	4. FINAL ACTION	5. AWARDS PRESENTATION
STUDENT AWARD	Exhibits interest in Weight Engineering Demonstrates knowledge of discipline via papers seminars or makes significant contribution to advancement of SAWE	Awards Committee establishes selection guidelines	Awards Committee Evaluates Candidates Selects and submits one nominee to BOD	Approval of nominee by $\frac{3}{4}$ vote of BOD	Announcement by Awards Chairman at the Awards Banquet Presentation by International Officer within 60 days of selection
RICHARD BOYNTON LIFETIME ACHIEVEMENT AWARD	Demonstrated extraordinary support of the SAWE over a large number of years	Awards Committee establishes selection guidelines	Awards Committee Evaluates Candidates Selects and submits no more than one nominee to BOD	Approval of nominee by $\frac{3}{4}$ vote of BOD	Announcement by Awards Chairman at the Awards Banquet Presentation by International Officer within 60 days of selection



1.3.5. STANDARDS & PRACTICES

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

The SPC Chairman is appointed by the Executive Vice President and is responsible for directing and coordinating all activities of the Standards and Practices Committee including meetings and programs for the annual conference. The SPC Chairman and his appointed SP Committee will coordinate the efforts of the SPC members toward a common effort in fulfilling the goals of SAWE. The scope of effort shall cover all SPC matters as assigned by the subcommittees. Government matters shall be coordinated with those members of the SP Committee representing the respective services and Government agencies.

The SP Committee should be made up of one government and one industry member (Co-Chairman) from each of the existing SP subcommittees: Air Systems, Missiles and Space, Marine, and others. Members of the subcommittees, other than Co-Chairman, shall be selected by the SPC Chairman from the general membership with a generally balanced representation from industry and government. Changes to the number of subcommittees may be made as determined by the Executive Vice President on recommendation of the SP Committee. Subcommittees dealing with matters related to the Government operations shall have a member or advisor from the respective service or government agency.

At the direction of the SPC Chairman, the subcommittees shall (1) respond to calls for agenda items, and (2) expedite project action in conformance with general guidelines agreed upon at planning meetings or at the annual conference.

The SPC Chairman will serve as a member of the Technical Committee and coordinate Standards and Practices conference activities with the Vice President – Technical Director.



1.4 SPECIAL INTERNATIONAL COMMITTEES APPOINTED BY EXECUTIVE VICE PRESIDENT

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

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

1.4.1 INTERNATIONAL PUBLICITY

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

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

1.4.2 EXECUTIVE COMMITTEE

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

1.4.2.1 GENERAL

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

1.4.2.2 ROLES AND RESPONSIBILITIES

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

1.4.3 FAA AC 120-27D ADVISORY RULES COMMITTEE

The FAA AC 120-27D ARC Committee consists of a Co-Chairman appointed to a one year term by the International President. Appointment must be from members of both the SAWE and the FAA AC 120-27D Advisory Rules Committee.

This committee meets once at the SAWE annual conference. It meets as an open forum available to all SAWE membership attending the conference. The purpose of this committee is to educate the SAWE membership regarding FAA AC 120-27D. A brief presentation is followed by a question and answer open discussion. Members of the FAA AC 120-27D ARC will be available to hear SAWE membership questions, suggestions and concerns.



1.5 SPECIAL INTERNATIONAL COMMITTEES APPOINTED BY SENIOR VICE PRESIDENT

1.5.1. CONSTITUTION

The Senior Vice President appoints the Constitution Committee chairman.

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

1.5.2. OPERATIONS MANUAL

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

- After receipt of the official minutes of the Board of Directors (BOD) meeting, make those specific changes directed by the Board.
- Review the entire BOD minutes for other possible changes/conflicts with the manual, updating any corresponding sections.
- Make sure that the Operations Manual does not conflict with the By-Laws. If the By-Laws are updated, the manual must be changed to remain in harmony.
- Review the Conference Planning section for any conflicts or desirable changes.
- Place an updated copy of the manual containing all approved changes on the SAWE web site. A draft copy containing all other changes still to be approved shall be placed under the “members only” section of the web site for review by the BOD prior to the next international conference.
- Submit a report to the BOD including a review of changes made and recommendations.
- Prepare as agenda items for the BOD meeting, any additions/changes in Sections 1, 2, 4, or 5 not previously approved by the BOD.

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



SECTION 2

RULES AND REGULATIONS
FOR
SAWE INTERNATIONAL
CONFERENCES

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



2. RULES AND REGULATIONS FOR SAWE INTERNATIONAL CONFERENCES

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

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

1. Budget Forms A standard format shall be used when preparing the Conference Budget and Financial Report. These forms are shown in Figure 3-7 through Figure 3-12. The forms are available from the Executive Director or on the SAWE Senior Vice President Web Page www.sawe.org/~seniorvp/.
2. Badges The Host Chapter shall supply badges for all persons registering for the conference. These badges shall be worn when attending any conference session. Admission to sessions will be denied persons not wearing the proper badge.
3. Parking Parking fees for the host chapter conference workers shall be paid from the conference funds upon presentation of a paid receipt. All others must pay their own parking fees.
4. Papers Papers are to be sold at the conference only to SAWE members. If others request papers, have them contact the Executive Director at the corporate address. Papers are to be locked up at night or placed under guard, and should not be left unattended during the day. Free papers are included in the price of paid registration, for the days the attendee registers only.
5. Everyone must Register Everyone who attends any event at the conference shall register or shall be registered by the host committee in case of guest speakers. Everyone should have a badge, or name tag with their name on it, this includes spouses, training-only attendees and others. This policy is need for security and for financial control of the conference.
6. Free registration NOT including papers shall be granted to the following:
 - a. Special speakers and their aides only on the days of their participation. Special speakers shall be defined as those who present speeches at the Awards Banquet, SP Session, Luncheons, and the Conference Opening. These individuals may or may not be SAWE members.
7. Free Registration including Papers
 - a. The Executive Vice-President discretion with the approval of the International President, may pass out a maximum of 10 free three day registrations including papers.
 - b. The SAWE Executive Director is provided a free three-day registration with papers
 - c. Each Student Author or Co-author who is presenting a paper at the conference is provided a free three-day registration with papers (see the guidelines for Student Author Guide, below).
 - d. Each company registering as a Vendor or Conference Sponsor are entitled to receive a set number of three-day registrations, event tickets, papers, and other benefits, as described in Figure 2-2 below.
 - e. Each company registering as a Conference Sponsor participating at the either the Gold, Silver or Bronze levels provided with either 4, 2, or 1 free three-day registration according to their level of sponsorship is provided (see the section titled Conference Sponsors for details).
8. Advance Registration In order to ensure effective conference planning and efficient registration procedures at the conference, advance registrations shall be encouraged. Offering a discount on the pre-paid registration fees shall be used to encourage Advanced Registration. Failure to remit payment with the advance registration form shall result in forfeiture of the discount.
9. Registration Rate Schedule The Host Chapter shall submit a "Proposed Registration Rate Schedule" at the Conference Planning Meeting. This rate schedule shall assure that the conference



profit, stipulated by the International Financial Planning Committee can be achieved based on the known vendor participation, registration projections and cost estimates of events. The Conference Planning Committee shall establish final registration rates during the Conference Planning Meeting.

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

<u>ADVANCED TRAINING REGISTRATION</u>	
Training Classes for 2005: \$150 per class (Training is for SAWE members only and requires advance registration by April 24, 2005. Class size is limited and space in class is not always guaranteed).	
<u>ADVANCED CONFERENCE REGISTRATION</u>	
All those attending the technical track must register and receive Conference Credentials. Advanced registration is advised and special rates are offered. Registration fees are as follows for 2005:	
3-Day – Members (Including SP Luncheon)	\$450
2-Day – Members	\$300 w/o SP luncheon
1-Day – Member	\$150 w/o SP luncheon
3-Day – Retired Members and Students	\$ 30 w/o papers or SP luncheon
2-Day – Retired Members and Students	\$ 20 w/o papers or SP luncheon
1-Day – Retired Members and Students	\$ 10 w/o papers or SP luncheon
<u>LATE FEES</u>	
For 2005 a fee of \$50 will be charged for registering after the April 24, 2005 deadline.	
<u>NON-MEMBER FEES</u>	
For 2005 a fee of \$100 will be charged for non-members to attend the conference. SAWE suggests you purchase a membership at \$40 (which includes a \$5 enrollment fee). Membership is \$35 per year thereafter.	
<u>VENDOR REGISTRATION FEE</u>	
For 2005 a fee \$950 will be charged for 2 company representatives, to display their technology at a 9'x12' display area for three days.	

Figure 2-1 Typical Registration Rate Schedule

10. Host Chapter Registration Rules The following rules applies
- All Host Chapter members must register to attend or work at the conference.
 - Host Chapter members working at the conference may at the discretion of the Conference Chairman, work at the conference for a half-a-day and attend the conference the remainder of the day. These conference workers shall not receive a copy of the papers. Manning the Hospitality Room the evening before is considered a half-a-days work for the next day.
 - Conference attendees from the local area not working at the conference at least half-a-day shall pay full day's registration fees.
 - Host Chapter companies may purchase "transferable registrations" to be transferred between several individuals at regular individual rates (BOD, 1976). All members using this type of registration must obtain valid nametags from registration desk each day. Transferable registrations are not normally available to non-SAWE members unless the full non-member fee is paid on the registration.



- e. Host Chapter members who are not working at the conference or who's company has not purchased a transferable registration, and whose company does not have a free registration from a Corporate Sponsor must pay the full registration fee.
11. Ticketed Events Ticketed events shall be defined as those for which tickets are normally sold, such as Awards Banquet, Luncheons, Tours, etc., excluding Spousal Events. Free tickets to ticketed events (not to exceed 5 for each event) may be issued to the participating conference delegates at the discretion of the Executive Vice-President with the approval of the International President.
- a. Companies sponsoring the total cost of a ticketed event shall be given as many tickets to that event as they desire.
- b. Companies sponsoring any portion of a ticketed event shall be given (2) complimentary tickets to such event.
- c. The Host Chapter shall be given (10) tickets to the Awards Banquet for the issuance to the Conference Committee working members. They shall NOT utilize unused vendor meals for the SP Luncheon or Awards Banquet unless expressly permitted by the Senior Vice-President. As a general rule, any free meals offered to but unused by vendors simply become extra conference revenue.
- d. A speaker at a ticketed event shall be given a free ticket to that event (BOD 1976).
- e. The Executive Director shall be provided one (each) free ticket to the Sunday Evening Reception, SP Luncheon and the Awards Banquet.
- f. Vendors paying for display space shall be provided up to two free tickets to the Sunday Evening Reception, the SP Luncheon and the Awards Banquet.
12. Rooms The International President, Executive Vice-President, Senior Vice-President, and Executive Director shall be supplied a room free of charge during the conference. The rooms shall be paid for by conference funds if not supplied by the Officers respective organization or company. The hotel may also supply the rooms free if negotiated by the host chapter. Any remaining free rooms can be used by the host chapter as long as the above mentioned Officers are accommodated.
13. Authors Breakfast The Track Chairmen, authors presenting papers, Vice-President -Technical Director, and Photographer are invited to breakfast on the day of their presentations at SAWE expense. The purpose of the breakfast is to offer the opportunity of completing last minute details, and obtaining group photographs. The breakfasts are to be paid for by SAWE, from conference funds.
14. SP Breakfast The SP Committee, workshop chairman, workshop panelists, photographer, and guest speakers are invited to breakfast on the SP day. The purpose of the breakfast is to offer the opportunity of completing last minute details, obtaining group photographs, and to initiate discussions of topical issues. The breakfasts are to be paid for by SAWE, from conference funds.
15. Training
- a. All instructors shall have the option to accept an honorarium, expenses for one night and travel paid by the society from the revenue of the training classes or the SAWE International Training Budget..
- b. All training classes shall comply with all national, state and local government regulations and comport rules of the host facilities.
- c. Lunch, breakfast and mid afternoon snacks are included in all training classes, unless announced otherwise by the Host Chapter at the Conference Planning Meeting.
- d. The conference revenue for training does not have to cover the expenses. The SAWE International Training Budget should break even for the year, which does not mean the conference training must break even.
- e. The conference training class fees are kept low to encourage attendance at the conference.



- f. Class expense such as meals is paid from the conference budget. Instructor honorarium, instructor travel expenses and lodging are paid by the Executive Director, after expense reports are approved by the VP-Training.
 - g. The Vice President Training with the advise from the Conference Chairman, Instructors, and Host Chapter Training Coordinator shall decide on the range of the class size (e.g. largest and smallest) that should be permitted and whether a class should be canceled.
16. Student Author Guidelines The cost to a student author to present a paper at an international conference is potentially significant, possibly involving airfare and hotel expenses as well as conference registration and meal costs. In order to attract high-caliber student papers, the Vice President – Technical Director shall be authorized to offer the following perquisites.

Total number of Student Authors	6 or less	More than 6
Best Student Paper Award	Each paper is eligible	Each paper is eligible
A certificate of achievement	1 per student	1 per student
Three-day student registration	1 per student	1 per student
Weight Engineers Handbook.	1 per student	1 per student
“Introduction to Aircraft Weight Engineering”	1 per student	
Membership in SAWE for one (1) year.	1 per student	1 per student
Sunday Evening Reception.	1 per student	1 per student
Complimentary ticket to the SP Luncheon.	1 per student	
Complimentary ticket to the Awards Banquet	1 per student	

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

Notes for Figure 2-2:

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

17. Company support of the Conference – There are several ways that a company can sponsor the conference.

- a. Vendor - All companies paying the established Vendor Registration Fee shall be accorded Vendor status. Vendors are entitled to receive
 - + one display area (approx. 9’x 12’) boarding on an aisle, with two tables and electric power (if required) in the Vendor Display Room.
 - + one presentation 5-10 minutes long at the technical track of their choice
 - + two 3-Day Registrations without papers,
 - + two SP Luncheon Tickets,



- + two Awards Banquet Tickets
- + two Sunday Reception Tickets

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

- b. Conference Sponsor – Any company may elect to become Conference Sponsors at the levels described in Figure 2-3. These funds are usually in addition to the standard vendor fee, are non-event-specific, and become part of the general conference revenue. Companies may elect to be a Conference Sponsor without paying a vendor fee if they do not exhibit in the Vendor display room. The level of benefits increases with the level of contribution.
- c. Corporate Supporter – Any company or government agency which is not a Vendor or Conference Sponsor may become a Corporate Supporter by providing non-cash contributions to the conference and SAWE. Typically, such companies are the employers of the host chapter members or any company in the local vicinity of that year's international conference. Corporate Supporters benefits are also listed in Figure 2-3. Corporate Supporters may be given advertising display space in or immediately adjacent to the vendor display space, but they likely have no representatives present at the conference and do not make a presentation in a technical track. Corporate sponsors are simply those companies who of their own volition choose to provide non-cash or support to the conference. Non-cash contributions range from allowing employees to plan the conference during working hours, to reproduction services, audio visual equipment loans, and even catering services.
- d. Corporate Donations - Any company that is a vendor, sponsor or supporter can make a donation to the SAWE scholarship fund as part of the conference registration. The company can also make a donation at any time during the year.



Conference Sponsorships Levels & Benefit Count			
<i>* indicates that these quantities are above those that come with the normal vendor registration</i>			
Sponsorship Level	Gold	Silver	Bronze
Minimum Additional Cash Contribution, beyond established Conference Vendor Fee	\$10,000	\$5,000	\$1,000
Benefits			
Logo on sponsor signage	X	X	X
SAWE Exhibit Area and Technical Sessions			
Major Events (Reception, Opening Sessions, RP Luncheon, & Awards Banquet)			
Logo on Event Webpage	X	X	X
Logo on Conference Announcement	X	X	X
Logo on Conference Event Guide	X	X	X
Event Guide Advertisement (Full Page)	X		
Event Guide Advertisement (Half Page)		X	
Registration – 4 packages	X		
Registration – 2 packages		X	
Registration – 1 packages			X

Figure 2-3 List of Sponsorship Levels and Benefits



SECTION 3

INTERNATIONAL CONFERENCE PLANNING

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



3. INTERNATIONAL CONFERENCE PLANNING

SAWE International Conferences are held annually for the purpose of sharing technical advances in Mass Properties engineering. The purpose of the Conference Planning Section is to delineate the many details which arise during the course of planning and running a conference. The intent in preparing this section is to provide a useful tool for all concerned with the conference. To be most useful, it should be updated each year to show current trends. Tentative revisions for any specific conference can be submitted for concurrence by the International Office at the annual Conference Planning Meeting. If desired as a permanent revision they can then be submitted for approval at the Board of Directors meeting. The International Conference is typically held in different locations each year and is hosted by a local chapter of SAWE.

The conference is expected to be self-supporting as well as providing additional operating funds for SAWE in an amount consistent with that budgeted at the Conference Planning Meeting.

ORGANIZATION GROUND RULES

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



3.1 PLANNING & SITE SELECTION

3.1.1. SELECTION OF FUTURE SITES FOR THE INTERNATIONAL CONFERENCE

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

The following rules shall apply:

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

Both the Conference Chairman (a member of the Host Chapter) and the actual site of the conference are selected by the Host Chapter at least two years in advance (in most cases three years is advisable), and announced at the Board of Directors meeting at that time. Dates are to be reserved at least tentatively, for both the conference and the Conference Planning Meeting.

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

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

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

The conference is considered to be the Host Chapter's project for the year. Host chapter funds may be used as required for Pre-Conference expenses. An advance not-to-exceed \$3500.00 is also available from the Executive Director. This advance must be requested.

3.1.2. PRE-PLANNING COMMITTEE

If a chapter decides that it wants to host an international conference, the director must present a bid to the Board of Directors three years in advance. The Convention and Tourist Bureau will usually furnish materials which can be used for this purpose. Figure 3-1 is a schedule which can be used for the preliminary tasks.



DATE	RESPONSIBLE GROUP	ACTION
Conf. -3 yrs.	Director	Make bid for conference at Board of Directors meeting.
Conf. -2.5 yrs.	B.O.D. Host Chap. President Site Selection Chair.	Set Conference date and duration. Appoint Site Selection Committee. Prepare final committee report.
Conf. -2.1 yrs.	Director	Prepare report for B.O.D. meeting.
Conf. -2 yrs.	Director	Present site selection to B.O.D. for approval.
Conf. -1.5 yrs.	Host Chap. Pres.	Appoint Conference Chairman.
Conf. -1.4 yrs.	Conf. Chairman Conf. Chairman	Appoint Conference Committee members. Start issuing publicity for Newsletter and Journal to Exec. Director.
Conf. -1 yr.	Director or Conf. Chairman Host Chapter	Make progress report to B.O.D. Draft Budget based current year's budget Distribute promotional materials, dates, site, hotel facilities, & city advantages.

Figure 3-1 International Conference - Pre-Planning Schedule

3.1.3. CONFERENCE SITE SELECTION

In order to facilitate making a conference bid, it is advisable to begin the site selection process prior to the conference award. A site selection committee is appointed by the Host Chapter President for this purpose. The committee shall include, at the discretion of the International President or Executive Director, a professional retained by SAWE for the purposes of negotiating and contracting conference facilities. The services of this Meeting Contractor are to be borne by the International budget. All hotel contract negotiations are carried out on the SAWE's behalf by a Meeting Planner identified by the SAWE Executive Director. Prior to actually visiting any hotels, a committee meeting should be held to review conference requirements. This is needed to form a standard basis for hotel proposals. Figure 3-2 gives an example of estimated conference requirements. It is important to use these forms in this format to maintain consistency between conferences year-to-year. Previous year's floor plans are available for reference, section 2.18 (Historic data files from previous conferences).

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

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



3.1.4. CONFERENCE PLANNING COMMITTEE

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

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



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

Figure 3-2 Conference Room Schedule



Room Purpose	Fri	Sat	Su n	Mo n	Tue	Wed	Capacity, Style and Required 2 months prior
Lockable Storage	1	1	1	1	1	1	3 Tables, 8-10 Chairs
Directors Meeting		1	1		1		40 U-Table, 10 Spec.
Vendor Display			1	1	1	1	200 standing, 12 Tables
Conference Opening				1			1 hour; 200 Theater
Registration			1	1	1	1	50 Foyer
Technical Track				2	2	2	125 (50% Classroom/50% Theater)
Internet Cafe		1	1	1	1	1	Minimum of 8 small tables with 4 chairs per table and free internet access
Technical Track				2	1	1	75 (50% Classroom / 50% Theater)
Luncheon					#1		225 Round Tables (# Possible)
Banquet						1	200 Round Tables
Training		2	2				25 Classroom (more rooms may be needed)
Hospitality Suite	1	1	1	1	1	1	Suite in the hotel with a bar, smoking room and a balcony
Estimate of Nominal Number of Guest Rooms	35	60	1 1 0	11 0	110	80	<ul style="list-style-type: none"> • Estimated rooms can be adjusted up or down with Senior Vice International President approval. • Room nights include those attending training

Figure 3-3 Example – Estimate of Conference Requirements

NOTE: The site selection committee is not authorized to contact the hotel management other than for general information of a non committal nature to satisfy figure 3-2 above. All details must be administered by the independent contractor specified by the international for this purpose.

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



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

Figure 3-4 Example - Site Selection Matrix

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



3.2 INTERNATIONAL OFFICER AND TECHNICAL COMMITTEE PARTICIPATION

3.2.1. INTERNATIONAL PRESIDENT

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

3.2.2. SENIOR VICE PRESIDENT

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

The Senior Vice President will:

- Provide policy decisions
- Maintain constant surveillance of the conference schedule
- Monitor publicity releases and Conference issue of the SAWE Journal for policy matters
- Approve desirable changes to the Rules and Regulations at the Conference Planning Meeting
- Approve conference budget at the Conference Planning Meeting

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



3.2.3. VICE PRESIDENT - TECHNICAL DIRECTOR

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



3.2.4. VICE PRESIDENT – TRAINING

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

3.2.5. EXECUTIVE DIRECTOR

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



3.2.6. TRACK CO-CHAIRMEN (TECHNICAL COMMITTEE)

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

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

Month	VP - VENDOR RELATIONS (VP-VR) - Conference Activity
Sept	VP-VR and HCVC attend Pre-conference Planning Meeting
Nov	VP-VR reviews Vendor Contracts
Dec	VP-VR sends Vendor list to HCVC (preferred to post this data on SAWE Library for continual updates)
Jan	VP-VR oversees formal letters to vendors/sponsors, letter sent out by HCVC
Feb	VP-VR and HCVC sends vendor/sponsor data for the Conference Announcement to Executive Director and VP Publications. Paying vendors/sponsors get advertising in Announcement. HCVC creates proposed Layout of Vendor - room with locations assigned for each vendor, coordinate with Facilities. This should be a flexible plan for additional vendors. VP-VR approved proposed Layout of Vendor room.
April	VP-VR sends final Vendor data for the Conference Program to Executive Director and VP Publications. Paying vendors/sponsors get advertising in Program and at the Conference. VP-VR and HCVC send announcement of update to Conference Chairman and VP Publications of any new vendors and sponsors since the Program. HCVC create detail Layout of Vendor room with locations assigned for each vendor, coordinate with Facilities VP-VR approved final Layout of Vendor room. HCVC gives sign requirements to Publicity. HCVC arrange for security.
Conference	VP-VR attend Board of Directors meeting. HCVR meets and greets all vendors as they arrive and arranges for their goods to be moved to vendor room (this is the biggest role of the HCVC at the conference) VP-VR and HCVC visit the Vendor Room as much as possible to visit with the vendors/sponsors/attendees HCVR meets and greets all vendors as they Leave and arranges for their goods to be moved to the loading dock (this is the second most important task of the HCVC at the conference) VP-VR and HCVC create post conference Lesson Learned Report VP-VR Sends thank-you letters to vendors and sponsors



3.2.8. STANDARDS & PRACTICES (SPC) CHAIRMAN

Month	Standards / Practices Chairman – Conference Activity
May/June	Select SP Committee members (workshop co-chairpersons).
July	Solicit support from Government officials and company management for support of SP committee members to attend the conference and Conference Planning Meeting.
August	Request workshop agenda items from membership. Invite all SP committee members to the Conference Planning Meeting.
Sept/Oct	Recommend changes in the number of SP subcommittees (workshops) to the Executive Vice President. Attend Conference Planning Meeting. In conjunction with the Local Chapter, select and invite keynote speaker(s) for SP session. Establish agenda for workshops. Determine conference format for SP session. Determine room selection and required facilities for each workshop.
January	Submit SP session workshop agenda and committees to the Executive Vice President for use in the Preliminary Announcement. Submit SP committee workshop titles and workshop panelist list to Host Chapter Facilities Chairman for signs, breakfast, registration, etc.
February	Assure that all identification photos for the SP Committee and guest speakers have been sent to the Executive Director. Final conference program data to Vice President Publications. Sends data for the Conference Announcement to Executive Director and VP Publications
April	Send final data for the Conference Program to the Executive Director, the VP Publications and the Host Chapter.
Conference	Lead all activities for the Standards & Practices Day. Responsible for the SP Joint Session Agenda and speaker (if any). Attend as many tracks as possible.
Post Conference	Send summary and critique of SP session to Vice President/ Publications.

3.2.9. STANDARDS & PRACTICES (SPC) CO-CHAIRMAN

Month	SP Committee (Workshop) Co-Chairman – Conference Activity
August	Prepare preliminary agenda for workshop.
Sept/Oct	Attend Conference Planning Meeting. Assist SP Committee chairman in determining session theme, guest speakers, conference format, room selection and required facilities for workshops.
November	Determine final workshop agenda. Provide (if necessary) photo to SP Committee chairman. Provide final workshop panelist list to SP Committee chairman.
January	Maintain contact with SP Committee chairman and advise of any changes in May program
Conference	Co-chair workshop.
Post Conference	Send summary of workshop to SP Committee Chairperson.



3.2.10. CONFERENCE CHAIRMAN

Month	Conference Chairman – Conference Activity
May +2 Yrs	Present status report to BOD meeting
Dec +1.5 Yr	Review Sections 2 & 3 of the SAWE Operations Manual, and direct questions to Senior Vice President. Begin planning a Regional Conference to coincide with the “Conference Planning Meeting”.
May +1 Yr	One (1) year before conference Present status report and Budget Summary sheet to BOD Identify date of “Conference Planning Meeting” Obtain and distribute Sections 2 and 3 of the SAWE Operations Manual. Set up organization chart and prepare working schedule, provide copies as required Have periodic committee meetings and report any results to the Senior Vice President
August	Finalize complete program and budget as prepared by Program, Budget & Finance, and Social Events.. Together with International President and Senior Vice President set up Conference Planning Meeting Responsible for all of the presentation material for the Planning Meeting.
Sept/Oct	Attend Conference Planning Meeting. Submit Conference financial and event plan for approval to Senior Vice President for review and for final approval by the International President Coordinate committee activities to maintain objectives and schedule.
Oct/Nov	Prepare Conference Planning Meeting report for submission to International Officers. Coordinate information to be sent to Vice President - Technical Director to aid in preparation of Conference Program. Head up preparation of all registration details to be forwarded to Executive Director Work with the SPC Chairperson to identify and secure a SP Luncheon Speaker. Work with the Host Chapter to identify and secure a conference opening speaker.
November to Conference	Chair Committee meetings to insure that all phases of Conference planning are proceeding as scheduled.
December	Start to send materials for the Conference Announcement to the Vice President Publications
February	Send pictures of self and official host, as well as conference program “welcome” write-up, to Executive Director and/or International Program Chairman.
Conference	Maintain surveillance and assist as required. Present financial results to Board of Directors. Chair a “lessons learned” meeting on Wednesday afternoon with host chapter committee chairs, international officers and conference chairs or representatives of future conferences..
Post Conference	Prepare Final Conference Report to summarize major activities of each conference committee, document lessons learned and the financial results, for approval by the Senior Vice President. Prepare conference article for the Fall issue of Weight Engineering Journal and send it with photographs to the Vice President Publications within 60 days Send out letters of appreciation to chapter committee chairs, sponsors, guest speakers and others as may be appropriate. Populate the SAWE Library with data and files from the conference for future conferences.



3.3 CHAPTER PARTICIPATION

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

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

Figure 3-5 Host Chapter - Planning Committee

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

P = Part time

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

Figure 3-6 Host Chapter - Estimated Personnel Requirements



3.3.1. BUDGET AND FINANCE

From Section 2

“Budget Forms - A standard format shall be used when preparing the Conference Budget and Financial Report.

It is important to use these forms in this format to maintain consistency between conferences year-to-year.

The annual conference is considered to be the Chapter project of a Chapter for the year that they act as host. As a result, they may wish to use some of the Chapter funds for the conference, especially in the planning stages. In addition, the Budget and Finance Chairman may obtain advance funding from the Executive Director to meet advance payments as required for scheduled events planned for the annual conference upon approval of the International conference budget at the Regional conference.

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

It is suggested that a financial control such as the following be established. Expenditures up to \$500.00 are to be paid by the Budget and Finance Chairman upon approval of the Conference Chairman. Those in excess of \$500.00 must have concurrence of the local chapter President. Payments in excess of \$2,000.00 must receive written approval (email or otherwise) by the Executive Director with the concurrence of the President.

The conference is expected to be a source of operating funds for SAWE. The preliminary budget should reflect these net proceeds as requested by the International Office.

The host SAWE chapter is only responsible for the money that it receives. This includes any funds received from the Executive Director to cover conference expenses, any money received during the conference or any additional money received at any time. It is suggested that the local chapter use some type of financial software to accurately track conference finances with minimal effort and the smallest chance for error.

It is highly preferred to have all transactions occur through the SAWE Store and to minimize all transactions using cash. If cash transactions are required, a separate log or a receipt for each transaction is required. The host chapter is not responsible for funds received via the SAWE Store but should regularly seek updates from the Executive Director on SAWE Store transactions in order to ensure compliance with the planned budget, number of registered attendees, training class seating availability, etc.

It will not include any conference costs that are paid by the Executive Director in the post-conference financial report.

The budget forms presented are available from the SAWE Executive Director and are posted on the SAWE Web Site at www.sawe.org/~seniorvp/.

The attached budgets are used to determine the cost of the conference and to assure that the financial gain and hotel commitments and activities are met from the registration fees for attendance in addition to sponsors and vendors. The financial gain from the conference pays for 33-50% of the budgeted expenses of the society. Gains in excess of that anticipated by the conference budget are used to make improvements to the workings of the society as determined by the Board of Directors. SAWE is a not for profit organization, but it must raise money from dues and conferences to accomplish the purposes described in the By-Laws.



3.3.2. FACILITIES

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

Getting the hotel rooms:

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

Arranging for the conference/vendor rooms:

1. See requirements for a conference in section 3.1.4.
2. For all Track rooms, you are directed by the Technical Chairman's needs and requests
3. For all SP rooms, you are directed by the SP Chairman's needs and requests
4. For all Training rooms, you are directed by the Training VP's needs and requests
5. Arrange for the vendors to have as much conference foot traffic as possible.
6. Get as many free parking passes from the hotel for the host committee as possible.
7. Try to keep all parts of the conference in close proximity to each other.
8. Always overestimate how many rooms you need, you can always give a room back, but you may get charged for asking for another room.

Determining the food and beverage requirements;

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



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



3.3.3. SIGNS REQUIRED

The Host Chapter Facilities Committee is typically responsible for making any new signs for the conference, although another host committee member may assume responsibility for making new signs. The list of track rooms and Social events can be compiled from the conference announcement or program. Some hotels are very particular about the quality of the signs we place in the halls, and would prefer to prepare the signs. Also, the hotel may have size and material requirements for all signs and postings. Contact the hotel representative on this matter. All the signs are placed on easels.

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

Sign Title	Size (Inches)	Number of Signs, display location, additional notes
CONFERENCE REGISTRATION	18 X 26	3+ directional (with left or right arrows) near registration (to include hours of registration)
GENERAL SESSION	18 X 26	1 For opening session, placed directly outside session room
TECHNICAL TRACKS	18 X 26	1 for each track, placed directly outside the room Integrated Product Design Systems Verification Flight Technology – Manned Flight Technology – Space & Unmanned Ground Systems Design Marine Systems Design Systems Verification Product Life Cycle Management Advanced Design Characterization
SP WORKSHOPS	18 X 26	1 for each workshop, placed directly outside the room General Airline Affairs Ground Vehicles Marine Systems Military Aircraft Space and Missiles
BOARD OF DIRECTORS MEETING	18 X 26	1, placed directly outside the room
SAWE BULLETIN BOARD	9 X 26	1, placed either near the registration desk or in some other centralized location so that attendees can see any updates to the program schedule
SOCIAL EVENTS	18 X 26	1 for each event, placed directly outside the room Awards Banquet Opening Session SP Luncheon Sunday Night Mixer (Reception)
BOD TABLE PLACARDS	4.5 X 10	1 for each Chapter Director



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



3.3.4. SUGGESTED LIST OF COMPUTING AND AUDIO-VISUAL EQUIPMENT

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

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

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

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

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

Equipment such as extension cords and power strips can be collected from local chapter members or found at local stores or garage sales. Mark all equipment with the person’s name from whom it was borrowed.



1. Equipment in each session/track room:
 - 1 - 6'x6' projection screen (larger rooms and/or special speakers may need larger screens, and/or stands to elevate the screens for the benefit of people sitting in the rear of the room; may be provided by vendor if used)
 - 1 laptop computer
 - 1 projector (may be provided by vendor if used)
 - 1 pointer
 - Power strip and extension cords (may be provided by vendor)
 - Spare bulbs (if using local chapter equipment)
2. Equipment held in reserve (provided on a first-come-first served basis):
 - Back-up projector
 - Back-up laptop computer
 - 3 large notepads with display easels
 - 2 sets of computer speakers for presentations with sound
3. Other miscellaneous materials:
 - 2 - 3-hole punches
 - Pens, paper, tape, etc.

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

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

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



3.3.5. CONFERENCE ROOM LAYOUT

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

3.3.5.1 VENDOR DISPLAY ROOM

The conference will need one large room or area for the purpose of vendor displays. As many vendors bring large and expensive displays or equipment, a lockable room is to be preferred for this. NOTE: While it is not unprecedented that vendors are displayed in an open hotel area rather than a separate meeting room, they are understandably not in favor of this practice. This setup should not be chosen unless there is no other choice, and the hotel in question is an overwhelmingly superior choice as a conference site in all other aspects. In such an event, this setup should be made clear to the vendors, and the host chapter must take the responsibility to ensure the safeguarding of vendor displays and equipment.

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

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

3.3.5.2 SECURITY

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



3.3.5.3 TRAINING CLASSES

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

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

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

1. Class notes
2. Training gifts
3. Power bar for student laptops
4. Etc.

Additional arrangements include:

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

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

3.3.5.4 BOARD OF DIRECTORS' MEETING

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

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

3.3.5.5 SUNDAY NIGHT WELCOME RECEPTION

The conference opens on Sunday evening with a mixer reception. It is suggested that the first hour of the reception consist of a cash bar only, without food. This allows people time to drink, mix, and talk. Any food to be provided should be introduced after the first hour, and then sufficient seating should be provided to allow people to sit down and eat. Special care must be taken to order an appropriate amount of food for the Mixer. Some will use the food as an appetizer and others will use the food as a dinner, while others will not pay at all. Prepare to be flexible.



3.3.5.6 TECHNICAL TRACK MEETING ROOMS

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

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

3.3.5.7 CONFERENCE OPENING

The conference opening is usually the first official event on Monday morning. It should be set up with enough seating for all the Monday Registrants and each of the vendor representatives, approximately 125-150 seats. The Registration Committee Chair can provide the exact number of seats required. The head table should be on a 3- or 4-foot dais (a.k.a. raised platform) so everyone can see the International Executive Committee and the Opening Speaker. The head table seating chart and speaking agenda of a typical opening session is presented in figure 3-14 below. Since the Conference Host is the first speaker of the conference opening, it is their responsibility to confirm the head table seating, speaking agenda and duration allotted to each speaker, before the conference begins.

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

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



HEAD TABLE & SPEAKING AGENDA for the CONFERENCE OPENING																																																																		
6	5	4	3	2	1	Podium	7	8	9	10	11	12																																																						
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10.	Senior Vice President																																																																	
11.	Executive Vice President																																																																	
12.	Vice President-Training																																																																	
Speaker's Agenda	Duration																																																																	
1) Welcome and introduction of the head table	2 min																																																																	
2) Welcome and introduction of the Vice President-Vendor Relations	2 min																																																																	
3) Introduction of Vendors and Vice President-Technical	4 min																																																																	
4) Introduction of Technical Committee and Conference Chairman	4 min																																																																	
5) Introduction of Opening Speaker	2 min																																																																	
6) Opening Speaker	15 min																																																																	
7) President presents momento to speaker & declares conference open	2 min																																																																	
Note: All speaking times are approximate and should be confirmed by the Conference Host																																																																		

Figure 3-14 Example - Head Table & Speaking Agenda - Conference Opening



3.3.5.8 SP LUNCHEON

The SP luncheon typically takes place from 12:00 noon until 1:30 P.M. on Tuesday. Seating for some 125-150 people banquet-style at round tables, called “rounds,” seating 8 or 10 people each, is normal, or an alternative may be to use “crescents” which allow for dialog during lunch, but allow the audience to easily face the speaker. The Registration Committee Chair can provide the exact number of seats required. The luncheon meal is usually a light meal, of some sort of local cuisine (e.g. Tex-Mex in Arlington TX, seafood in Virginia Beach, etc.). Work with the hotel to establish an appropriate menu. A good hotel will have dietetic, kosher and vegetarian alternatives for those on special diets, so be prepared for requests. An example of the head table seating chart and speaking agenda of a typical SP session are presented in figure 3-15 below. The head table should be set up on a dais. The head table seating, speaking agenda and duration allotted to each speaker are set by the International President prior to the conference opening. Other officers or Host Committee members may be seated at reserved round tables near the head table.

Many SP Luncheon Speakers use audio visual aides in the form of transparencies or video projections. The layout of the head table and projection screen should be carefully considered, as well as the logistics of providing laptop PC, video projectors or other audio-visual equipment. Columns or other obstructions in the room must be considered, so that the view of the guest speaker and/or his presentation by the attendees is not affected.

HEAD TABLE & SPEAKING AGENDA for the S/P LUNCHEON											
5	4	3	2	1	Podium	7	8	9	10	11	
AUDIENCE											
Seat No.	Title									Speaking Order	
1.	International President									(5)	
2.	Vice President-Technical										
3.	Senior Vice President										
4.	Executive Director										
5.	Vice President-Publications										
6.	Standards/Practices Chairman									(4)	
7.	Speaker									(3)	
8.	Conference Chairman									(2)	
9.	Executive Vice President										
10.	Conference Host									(1)	
11.	Vice President-Training										
Speaker's Agenda										Duration	
***** <i>LUNCH</i> *****										60 Min	
1)	Welcome and introduction of the head table & conference chairman									2 min	
2)	Welcome and introduction of the Speaker									2 min	
3)	Speaker									15 min	
4)	Thank Speaker, S/P Track announcements & Introduce President									8 min	
5)	President & S/P chair presents memento to speaker, President Adjourns luncheon									3 min	
										Total	90 min
Note: All speaking times are approximate and should be confirmed by the Conference Host											

Figure 3-15 Example - Head Table & Speaking Agenda – SP Luncheon



3.3.5.9 AWARDS BANQUET

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

The Awards Banquet requires seating for some 75-125 people banquet-style at round tables, called “rounds,” seating 8 or 10 people each. Attendance is a bit lower than other affairs since many people leave Wednesday night. The Registration Committee Chair can provide the exact number of seats required. An example of the head table seating chart and speaking agenda of a typical Awards Banquet are presented in figure 3-16 below. The head table should be set up on a dais, and can be quite large because many of the officers and committee chairs will be accompanied by their spouse. Since the Awards Banquet recognizes those who contributed to SAWE during the past year, and it is the official installation of officers, the International President is responsible for confirming the head table seating, speaking agenda and duration allotted to each speaker, before the conference begins.

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

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



HEAD TABLE & SPEAKING AGENDA for the AWARDS BANQUET												
6	5	4	3	2	1	Podium	7	8	9	10	11	12
AUDIENCE												
Seat No.		Title										
1.		International President										
2.		Executive Director										
3.		Vice President-Publications										
4.		Executive Vice President										
5.		International Awards Chairman										
6.		Vice President-Training										
7.		Conference Host										
8.		Government/Industry Chairman										
9.		Senior Vice President										
10.		Conference Chairmen										
11.		Vice President-Technical										
12.		Vice President-Vendor Relations										
<i>note: All head table spouses attending the banquet will be seated together</i>												
Order	Banquet Agenda					Speaker	Duration					
1.	Welcome to the Banquet					Conference Host	1 min					
2.	Introduction of the Head Table					Conference Host	1 min					
3.	Introduction of Host Committee					Conference Chairmen	2 min					
4.	Dinner Invocation					Conference Host	1 min					
						<i>Before Dinner</i>	5 min					
***** DINNER *****												
						60 min						
5.	International President's Remarks & Awards					International President	10 min					
6.	Spousal Activities Presentation					International President	2 min					
7.	Vendor Recognition					Vice President-Vendor Relations	3 min					
8.	Recognition of Outgoing Committee Chairmen & Appointed Officers					International President	2 min					
9.	Recognition of Technical Committee					Vice President-Technical	2 min					
10.	Recognition of Government/Industry Committee					Standards/Practices Chairman	2 min					
11.	Recognition of Training Committee and Instructors					Vice President-Training	2 min					
12.	Publications Awards					Vice President-Publications	5 min					
13.	Technical Committee Awards					Vice President-Technical	5 min					
	a. Best Student Paper Awards					Vice President-Technical						
	b. Mike Hackney Award					Vice President-Technical						
14.	Scholarship Award					International President	2 min					
15.	Outgoing Officers Awards					International President	3 min					
16.	Conference Chairman Award					International President	2 min					
17.	Awards Committee (Honorary Fellow, Fello & Ed Payne)					International Awards Chairman	10 min					
18.	Introduction and Installation of New International Officers					Executive Director	10 min					
19.	Introduction of Incoming Committee Chairmen & Appointed Officers					Executive Vice President	5 min					
20.	Invitation to the Ensuing Conference					Ensuing Conference representative	2 min					
21.	Close Conference					International President	3 min					
						<i>After Dinner</i>	70 min					
						<i>Overall</i>	135 min					
Notes:												
1 - The Head Table may need to be broken into two rows on different height dais, to accomodate everyone												
2 - Woman should not be seated at the end of the head table.												
3 - It is helpful to have an "Awards" laydown table behind the Head Table.												
4 - All speaking times are approximate and should be confirmed by the International President												

Figure 3-16 Example - Head Table & Speaking Agenda – Awards Banquet



3.3.6. HOSPITALITY

Significant one-on-one interface and communications occurs in the Hospitality suite. It is well advised to keep a well supplied and pleasant suite, it will be one of things that is most remembered from the conference.

Other helpful issues:

Create a list of times that the Hospitality suite will be open (at a minimum). List these hours in the program and on a sign in the Hospitality suite.

Place memorabilia from previous conferences (if applicable) for attendees to enjoy.

It is not necessary to have the suite open during or after an evening social night event.

It is helpful to have dining suggestions (discount local restaurant coupons are nice) and local area sightseeing maps in the Hospitality suite.

Making it convenient for people to dispose of their own trash will greatly ease the cleanup burden on those staffing the Hospitality Suite. Ensure there are several waste receptacles of appropriate size as well as one or more recycling bins for bottles, cans, etc.

Ensure that an appropriate amount and variety of dedicated non-alcoholic beverages are available in the Hospitality Suite to avoid consumption of all of the mixers.

If the hotel does not have ice machines, ensure coolers, ice, and ice buckets are available.

At least two persons should be available to staff the Hospitality Suite during peak hours

To avoid liability it is advisable that all alcoholic beverages be distributed only by Host Chapter personnel (i.e., no open beer coolers or self-service bar), and ID be requested if deemed appropriate by the server(s). Care should be taken to ensure no guest in the Hospitality Suite is over served.

If the Conference is being held in an area which restricts or prohibits the sale of alcoholic beverages on certain days or times, the Hospitality chairperson should account for this in advance to avoid running out of supplies.

As funds for alcoholic beverages are typically limited, a well-planned, “deep” selection of beer and mixed drinks is more important than a poorly stocked “broad” selection. Liquors and mixers which can be used to make multiple types of drinks (e.g., rum, vodka, cola, orange juice) will be more useful than relatively obscure items which only a small selection of people may enjoy and help avoid running out of one ingredient while having large quantities of another unused. The Hospitality Suite is not intended to replace the hotel or local bars and restaurants.



Month	Host Chapter HOSPITALITY - Conference Activity
Aug/Sept	Arrange for hospitality space in hotel during Planning Conference. It is suggested to obtain the Presidential Suite or similarly sized room if possible for the Hospitality Room. Create a list of necessary supplies for refreshments (suggest getting list from previous conferences as a start). Arrange for staffing. Obtain necessary supplies for refreshments (nuts, fruits, chips, etc).
Sept/Oct	Coordinate Hospitality Room activities with conference meetings. Prepare schedule for Hospitality Room during annual conference Set-up staffing schedule. Submit budget requirements to Finance Chairman.
April	Coordinate Hospitality Room schedule with latest conference developments. Purchase all supplies needed. Confirm staffing requirements for the Room.
Conference	Maintain close scrutiny (snacks, refreshments, etc., readily available and stocked) of the Hospitality Room during conference Staff Hospitality Room. Have maps and coupons to local restaurants. Publicize the times and dates that the Hospitality room is open.
Post Conference	Provide expense report to Treasurer.



3.3.7. PHOTOGRAPHY

Photo Requirements for SAWE Journal Publication:

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

Month	Host Chapter PHOTOGRAPHY - Conference Activity
September - April	Create photo requirement list Create a schedule for photographer time if more than one photographer will be needed Obtain Conference schedule
Conference	Identify subjects in each photo (an assistant is suggested) Set up podiums to take photos of each speaker, author, chairman, and panelist. Coordinate with Program Chairman, area for track/workshop group pictures at breakfast. Take miscellaneous photos of the Board of Directors Meeting and each Social event (staff to cover).Social
Post Conference	Sort photos Affix names of people in photos to photos to be published Send digital photos to the Vice President – Publications within 14 days after the conference. Address or email can be found on the SAWE website. For digital photos, create an identification key with photo identifiers (titles or numbers) and names of people in photos. Post conference photos on host chapter website (optional)



3.3.8. PROGRAM

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

Month	Host Chapter PROGRAM – Conference Activity
August	Prepare and deliver tentative program to Conference Chairman for use in the Conference Planning Meeting
September	Coordinate with Conference Chairman, Technical Chairman, Social Events, and Facilities chairmen to complete tentative program Social
November - December	Compile Social Events list and send to Conference Announcement chair (typically Vice President – Publications)
February	Conference Announcement is sent out Review the Conference Announcement when it becomes available Create a list of required items (suggested items follow): List of exhibitors (Vice President – Vendor Relations) Photos for SP and Opening Session Speakers (Conference Chair) Biographies for SP and Opening Session Speakers (Conference Chair) welcome letters from each of the following: International President Conference Chair(s) Vice President – Technical Director Vice President – Training Vice President – Vendor Relations SPC Chairman Photos of the following: International President Conference Chair(s) Vice President – Technical Director Vice President - Training Vice President – Vendor Relations SPC Chairman Preliminary list and schedule for papers/presentations (Vice President – Technical) Descriptions of SP session topics from the SP Chairs (SPC Chair and/or SP workshop chairs) Names and photos of SP chairs (SPC Chair and/or SP workshop chairs) Names and photos of Technical Track chairs (Vice President – Technical Director) General conference schedule information (Facilities, Conference Chair, Vice Presidents – Technical, – Training, SPC Chair) Room allocation schedule (Facilities) Corporate logos for all sponsors (Vice President-Vendor Relations) Program advertisements for Gold and Silver sponsors (Vice President-Vendor Relations) Hotel information (Facilities, Hotel Representative, and/or website) Other Send out a request for data to fill out the required items list
March	Receive list of exhibitors from Vice President-Vendor Relations Receive photos for SP and Opening Session Speakers Receive biographies for SP and Opening Session Speakers Receive welcome letters from each of the following: International President Conference Chair(s) Vice President – Technical Director Vice President – Vendor Relations



Month	Host Chapter PROGRAM – Conference Activity
	SPC Chairman Receive a preliminary list and schedule for papers/presentations Receive descriptions of SP session topics from the SPC Chairs Receive names and photos of SPC chairmen Receive names and photos of Technical Track co-chairs Receive data for general conference schedule from Training, Technical, Social Events, and SPC chairs Receive room allocation schedule from Facilities chair Receive corporate logos for all sponsors from Vice President – Vendor Relations Receive program advertisements from VP-Vendor Relations (VP-VR) for Gold and Silver sponsors Assemble program Update and revise as required
April	Finalize schedule as much as possible Send program to printer Print approximately 1.5 times the number of attendees expected
Conference	Post latest schedules and any changes



3.3.9. PUBLICITY

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

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

3.3.10. REGISTRATION

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



3.3.11. REGISTRATION LAYOUT

The actual configuration of the registration area will be defined by the specific hotel layout. A general configuration is shown in Figure 3-16. In addition to the actual registration space, it is typical to provide other supplemental space for the display of information or brochures. This information may include tourism brochures on the local area, SAWE announcements for the next international or other regional conferences, display of conference items for sale to benefit the scholarship fund, etc.

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

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

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

1. Computer and printer setup (a live internet connection is needed to perform registrations online via the SAWE site for non-pre-registered attendees. This is also needed to perform credit card transactions.)
2. Display space for blank registration sheets and pens and writing space for the registration of non pre-registered or non-member attendees, prior to the information being given to the person running the computer database.
3. Space for preparing and handing out registration packets for all walk-up registrations, including all handouts, tickets, badges, etc.

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

4. Area for coordinating and conducting all financial transactions, including the collecting of fees, giving receipts, making change, keeping transaction records, and of course the safe storage of the cash box, if required .

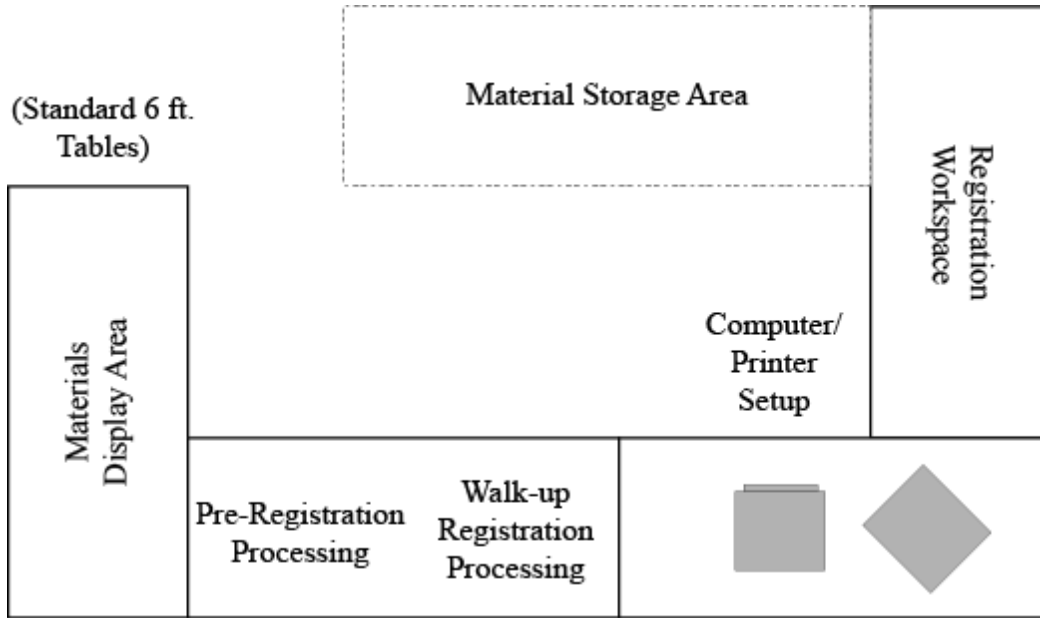


Figure 3 18 Example - Registration Layout

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



3.3.12. BADGING

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

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

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

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

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

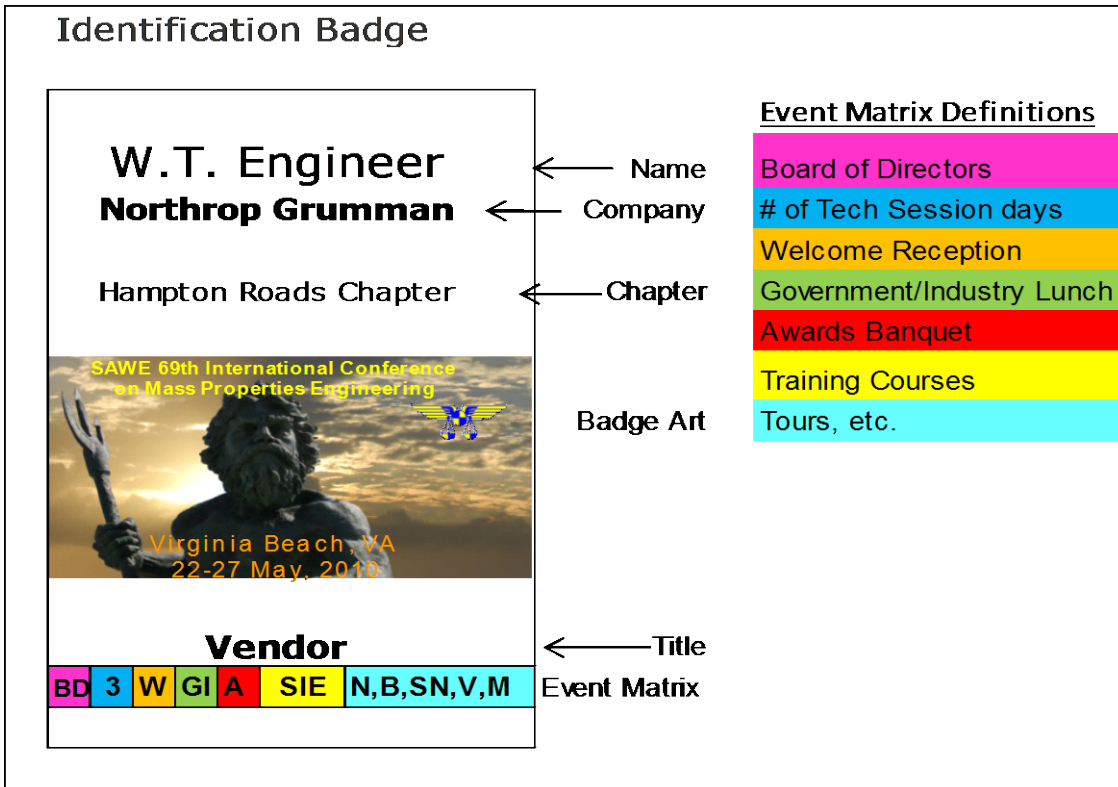


Figure 3-19 Example – Badges and Codes



3.3.13. SOCIAL EVENTS

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

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



3.3.14. TECHNICAL PAPERS

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

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

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



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

Figure 3-20 Example - Conference Technical Papers Check List

CHECKLIST MUST BE APPROVED BY SAWE CONFERENCE COMMITTEE.

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



3.3.15. TRAINING COORDINATOR

The Training Coordinator provides the point of contact between the VP-Training and the host chapter. The Training Coordinator should also be prepared to promote the development of new classes for SAWE from local resources.

Other issues:

Students like coffee, especially first thing in the morning. Make sure there is coffee (and pastries as money allows). Arrange for students to register before their classes (especially important for Saturday and Sunday classes).

Arrange for lunches for all full day classes per instructions from the VP-Training and the instructor. The lunches should have reasonably fast service, be relatively close by and reasonable cost

Month	Host Chapter TRAINING COORDINATOR - Conference Activity
March +1 Yr	Determines the local market needs, ideas for courses and unique facilities for training Identify places to weigh aircraft, missiles, cars and ships if these are available
April +1 Yr	Contact VP-Training with training needs, training course ideas, and training facilities. Develop a "Training Plan" for presentation at the Conference Planning Meeting in September. Review the plan with the VP-Training at the Annual Conference. The Training Plan should include: room schedule, expense schedule (i.e., food, photocopy, transportation, etc.), and how the classes will be supported with audio visual equipment etc. It should be the target of the local chapter to teach/create one (if not 2) new training classes for the conference. Identify any local training classes for the Annual conference. Assure the development plan follows SAWE training develop policy
Mar- Sept	Coordinate and mentor training class development by local chapter members
Aug/Sept	Provide budget information to VP-Training, including meal costs, transportation costs, photocopy costs etc. VP-Training will complete the Training Budget for the annual conference and regional conference, and pass it back to the Training Coordinator for review and comment. Provide Training Budget to Conference Chairman
Sept/Oct	Coordinate training classes at the Regional following the Conference Planning Meeting. Recommend to VP-Training the locally developed classes presented at the regional that can used at the annual conference.
Feb	Confirm lunch and transportation plans with VP-Training and Conference Chair Confirm access procedures to all facilities for students and instructors
March	Contact each instructor to confirm their audio visual, and room setup requirements. Pass these requirements on to the Facilities committee.
April	Confirm class sizes and names of students, adjust preliminary assessment as needed. Send class size and student information to the VP-Training and Instructors Send Student names to the VP-Training for the course Certificates. Provide a list of registered students (names, chapter and company) to the VP-Training on weekly basis until the start of the conference.
Conference	Contact each instructor as they arrive, to confirm all arrangements Collect the class materials, promotional items, certificates of completion and other items for distribution to the instructors on the day of the class. Have a committee member at each training room to assist the instructors and students at the start of the class. Coordinate lunch orders Coordinate with Photography to get pictures of each class, including a group photo. Attend the Conference Lessons Learned meeting on Wednesday Afternoon
Post Conference	Write an paragraph for the Journal and include some photos of the classes Prepare a paragraph for the Conference Report Send copies of the Training Plan and lesson learned to the VP-Training and the Chairman of the next annual conference.



3.3.16. TRANSPORTATION

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

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

3.3.17. VENDOR COORDINATOR

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



	<p>Provide liaison between Conference and Vendors. See that vendor fees have been paid to the Budget/Finance Chairman (acting Conference Treasurer).</p>
<p>Post Conference</p>	<p>Coordinate vendor display removal. Make report to International V.P. Vendor Relations on conference vendor activity Lessons learned inputs</p>



3.3.18. HOST CHAPTER PRESIDENT AS CONFERENCE HOST

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

3.3.19. INTERNET/WEBSITE

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



SECTION 4

REGIONAL CONFERENCE GUIDELINES



4. REGIONAL CONFERENCE GUIDELINES

4.1 INTRODUCTION

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

4.2 GUIDELINES

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

- Start planning early; consider organizing the conference committee one-year in advance. Get as many members involved as possible.
- The regional conference should be held in the fall. In some locations, the expected weather may influence the date selected for the conference.
- The conference site will be selected by the host chapter(s). Since members are encouraged to bring their families, hotel/motel room prices should be a significant factor in the selection. Consideration will also be given to the adequacy of rooms, transportation, convenience to recreational areas, and points of interest.
- Conference length should generally be two days, preferably a Friday and Saturday. Technical presentations are scheduled for Friday, with activities such as seminars, technical tours, family events, recreation, and dinner on Saturday.
- It has been noted that many regional attendees would prefer to have a luncheon rather than a banquet, so they can leave earlier and not have to stay over at the hotel until Sunday. Then the hospitality suite could be open Saturday evening for those that do stay.
- Solicit the support of vendors, companies, airlines, and government agencies in planning and/or hosting technical or social events.
- Advertise the conference well in advance. The host chapter(s) should provide progress reports to each chapter in the region as well as to the International Officers for inclusion in the SAWE Newsletter, Journal, and chapter publications.
- Social events should be planned for family members who are not attending the technical tracks as well as for all the attendees after the technical program is concluded. Tours, shopping trips, golf, and tennis are typical of the events that have been successful.
- Training Classes should be providing using material developed locally or from the SAWE Training Program. The VP-Training can arrange for a class from those listed on the SAWE website. The SAWE Training Program can subsidize the cost of training class at a regional as long as the training related costs estimates are approved at least 60 days before the regional. Section 10 contains more information. The Regional host chapter should appoint a "Training Coordinator" who will have similar duties of the annual conference training coordinator listed in section 3.3.15.



4.3 REGISTRATION AND FACILITIES

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



SECTION 5
PUBLICATIONS GUIDELINES



5. PUBLICATION GUIDELINES

5.1 GUIDELINES FOR USE OF SAWE LOGO

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

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

5.1.1. SAWE ACRONYM

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

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

5.1.2. LOGO EMBLEM

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

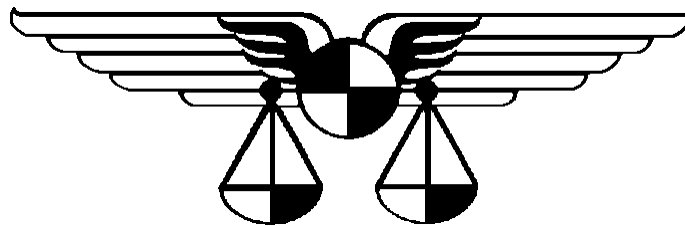


Figure 5-1 SAWE Wings Logo

The normal appearance of the wings is a basic black color. For the purposes of promotional gifts and conference mementos, the black wings may be reproduced in any desired color. A more formalized logo with gold fill is used on the Society letterhead, as shown below.

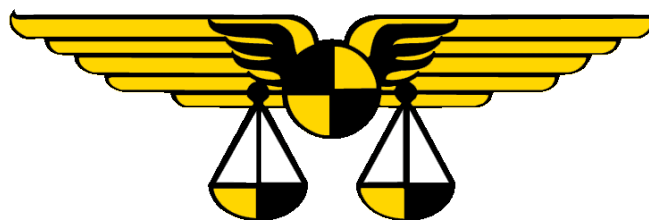


Figure 5-2 SAWE Letterhead Wings – Black & Gold



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

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

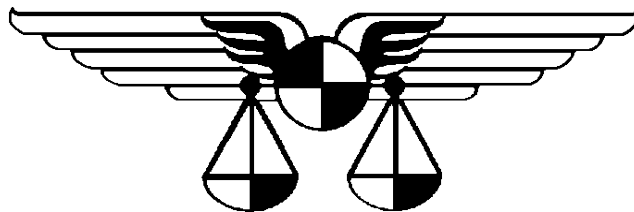


Figure 5-3 SAWE Letterhead Wings – Blue & Gold

5.1.3. WORDMARKS

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

Society of Allied Weight Engineers, Inc.



Aerospace · Marine · Land · Allied Industries

Figure 5-4 Formal Wordmark



Figure 5-5 Informal Wordmark



Figure 5-6 Side Wordmark

**THE SOCIETY OF
ALLIED WEIGHT
ENGINEERS, INC.**

Figure 5-7 Stacked Wordmark



Figure 5-8 Circular Wordmark



Society of Allied Weight Engineers, Inc.

Aerospace · Marine · Land · Allied Industries

Figure 5-9 Linear Wordmark

Society of Allied Weight Engineers, Inc.

(Times New Roman 14 pt font Bold Italic)

Aerospace · Marine · Land · Allied Industries

(Times New Roman 11 pt font Italic)

Figure 5-10 Document Header Wordmark



(Wings Logo 0.29" H x 0.89" W)

SAWE (Times New Roman 12 pt font Bold)

Figure 5-11 Document Footer Wordmark

5.1.4. TRAINING LOGO

The Society maintains a formal training curriculum for its members. All training materials must carry and prominently feature the approved training logo. It may be reduced or enlarged for usage depending on the application, but cannot otherwise be altered in any way. The logo is shown in Figure 5-15.



Figure 5-12 Training Logo

5.1.5. CONFERENCE LOGO

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



5.1.6. SAWE PUBLICATION

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

Up until now, the wings logo has appeared in various forms based on the source that the user was able to find. Some were badly scanned or electronic versions of an nth generation photocopy. With the establishment of formal approved logos and the ability to control the source of the graphics used for Society purposes, it is now acceptable to use any of the three wing logo emblems defined in Section 2 for technical papers. However, the standard black logo is to be preferred.

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

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



5.2 RECOMMENDED PRACTICES

5.2.1. BACKGROUND

SAWE Board of Directors, at their 1981 meeting, approved the issuing of SAWE Recommended Practices. This new thrust for SAWE was an outgrowth of two SP workshop projects being completed and which were in need of some procedure for issuing. Taking the lead of several other technical societies and the American Society for Testing and Materials in particular, SAWE chose to commence this new procedure.

5.2.2. DEFINITION

Recommended Practices will usually, though not always, arise out of an activity of some group within SAWE such as the SP Committee. They will represent the consensus and/or expertise of the group regarding such topics as design criteria, matters of procedure, etc., which, when approved by the Board of Directors, are made available as practices recommended by SAWE.

5.2.3. FORMAT

Recommended Practices will be numbered sequentially as approved by the Board of Directors. Change letter control shall be used with the date of the latest revision shown.

The format of the Recommended Practice may be tailored to the subject matter. For instance, if the practice deals with criteria, a format resembling a specification may be suitable. If the practice deals with a procedure, a more general textbook grouping may be appropriate.

Common requirements applicable to all Recommended Practices submitted for approval:

Each must have a cover page as shown in Figure 5-1. This cover page shall include the limiting clauses necessary to protect SAWE against any legal repercussions arising out of use of the practices.

Each must have a Change Control Log (see page iii for example). This Change Control Log shall be prepared and updated by the committee responsible for each Recommended Practice or revision.

5.2.4. PUBLICATION

Document States:

1. WD (Working Draft) Prefix for a document which an individual or committee has decided to develop and has begun work on. Ex: WD RP A-1
2. CD (Committee Draft) WD becomes a CD prefix when the individual/group working on it desires to promote it to an outside [of committee] review, typically this is a solicited review seeking other members which hold interest in the RP's subject matter and possess expertise in that area. Ex: CD RP A-1
3. D (Public Draft) CD becomes a PD prefix when document review and revision bring the document to a state which provides a document suitable for public review and comment. This supports ANSI Open Standards development requirements and may permit the SAWE to later submit final document to ANSI for consideration as a U.S. and International Standard. Ex: PD RP A-1
4. No prefix Final Deciding Body approved SAWE Recommended Practice. Ex: RP A-1



Process Steps:


Individual/Committee conceives of a required RP

1. Propose idea to SPC chairman (spchair@sawe.org) with approval from SPC chairman a template document is provided with a WD number. [ref. DMS » Folders » Standards and Practices Committee » RP Development » Draft RP Template]
2. Work to agreement of committee (or individual acceptance if no committee) that the document is ready for internal SAWE members only review. Provide a copy suitable for internal SAWE review to the SPC chair. This document will be upgraded to CD status by the SPC Chair and posted for internal SAWE review.
3. Iterate comments between SAWE internal review and committee drafting the RP.
4. Upon acceptance by SAWE internal review and the SPC chair, the SPC chair shall upgrade the status of the document to PD.
5. SPC chair posts the PD document for full public review on the SAWE website for comments from members and non SAWE members. [suggested open review period time of 60 days] SPC chair coordinates incoming public comments with the document creation committee. Note at this time the document is fully exposed to the public in a draft form. It is useable as any intended party sees fit to do so but will carry “Draft” disclaimers of SAWE liability.
6. Upon resolution of public comments by the document committee and the SPC chairman the PD status document will be provided to the Deciding Body for review and for acceptance voting as a public SAWE Recommended Practice. The Deciding Body will be a technical committee instantiated by the SPC chairman. The SAWE President may accept the decision of the Deciding Body or may request further review and acceptance for example by the Society’s Board of Directors.
7. Upon acceptance of the PD submission by the Deciding Body and SAWE President’s concurrence, the document will be provided full SAWE RP status with a distribution policy as is utilized on all BOD approved SAWE RP’s at the time of release.



5.2.5. DISTRIBUTION

Approved Recommended Practices will be maintained on the SAWE web page and will be made available to current members, free of charge, through the office of the Executive Director on a demand basis. Free distribution of the approved Recommended Practice is limited to a single copy to the requesting member.

<p style="text-align: center;">INTERNATIONAL</p>  <p style="text-align: center;">SOCIETY OF ALLIED WEIGHTS ENGINEERS, INC.</p> <p style="text-align: center;"><i>Serving the Aerospace – Shipbuilding - Land Vehicle and Allied Industries</i></p> <p style="text-align: center;">Executive Director P.O. Box 60024, Terminal Annex Los Angeles, CA 90060</p>	<p style="text-align: center;">RECOMMENDED PRACTICE NUMBER _____</p>
	<p style="text-align: center;">Date Issued _____</p>

(TITLE)

Revision Letter _____

**Prepared by
Standards and Practices Workshop
Society of Allied Weight Engineers, Inc.**

All SAWE technical reports, including standards applied and practices recommended, are advisory only. Their use by anyone engaged in industry or trade is entirely voluntary. There is no agreement to adhere to any SAWE standard or recommended practice, and no commitment to conform to or be guided by any technical report. In formulating and approving technical reports, the SAWE will not investigate or consider patents which apply to the subject matter. Prospective users of the report are responsible for protecting themselves against liability for infringement of patents. Notwithstanding the above, if this recommended practice is incorporated into a contract, it shall be binding to the extent specified in the contract



SAWE RECOMMENDED PRACTICE

Figure 5-13 Example - Recommended Practices Cover



5.3 WEIGHT ENGINEERING HANDBOOK

The Handbook has been prepared by numerous individuals of the Society of Allied Weight Engineers for use as a ready reference in the weight engineering field. It contains a wide variety of data that are important to weight engineers, and general information pertaining to other related engineering fields. A diagram for the process for amending the handbook is shown in figure 5-14.

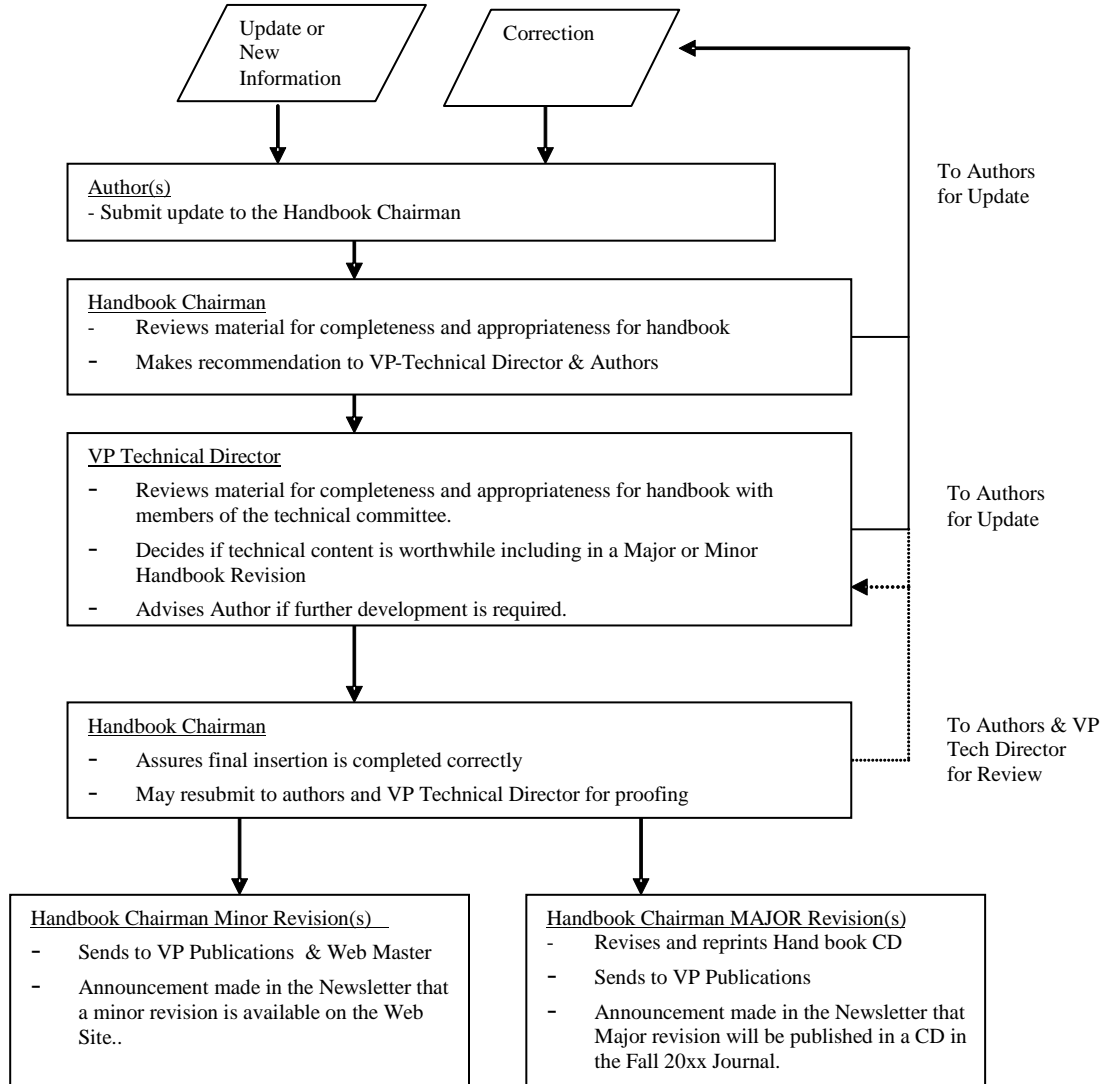


Figure 5-14 Procedure for Submitting Hand Book Updates



5.4 CONFERENCE CD-ROM

5.4.1. BACKGROUND

SAWE Board of Directors, at their 2002 meeting, approved the use of CD-ROMs to distribute the technical papers and other materials at the 2003 conference. This section describes the actions to be taken to prepare the CD-ROM.

5.4.2. CD-ROM CONTENT

CD to be given out at annual SAWE International Conference needs to be readable by both a Macintosh and PC format computers and should include the following:

\Responsible Officer	Content	Comment
VP Technical Director	Technical Papers Technical Presentation Call for papers for following year Call for student papers for following year Author Instructions for following year	In PDF format only In form used for presentation MS "Word" format MS "Word" format MS "Word" format
VP Vendor Relations	Vendor Information Vendor Contacts	Initial limit is 20 Meg of data per vendor, but more space can be sold to the vendor web sites or personnel contact information Acceptable forms include MS "Word" or PowerPoint, PDF, or video No automatic links to websites
Jerry Pierson, until it is reassigned	Updated one page (front and back) "Introduction to the SAWE"	MS "Word" form, actual make into an 8 page document
Chapters	Regional Conference Announcements and Future International Conference Announcements by Hosting Chapters	Any MS format or PDF
Executive Director	SAWE Information Handbook/Textbook Updates Membership Form By-Laws Operations Manual Etc.	This is standard SAWE information



5.4.3. SCHEDULE OF EVENTS

The CD-Coordinator is the Vice President of Publications unless the International President assigns the duty to another SAWE member.

Month	Lead	Activity
Jan - April	VP Technical Director	Collect each technical paper in Microsoft "Word" and reformat into PDF format. VP-TD and VP-Publication keeps documents for records and potential future SAWE Journals in "Word" format. The CD paper numbers should be in the form SAWE 9999, SAWE1111, so they can be read easiest on a PC. The papers are used in both "Word" if published in journal and PDF format when distributed on CD or sold on line. Winning papers in "Word" are easier for the journal editor to edit (re-page) to fit in the SAWE journal.
Jan-April	VP Vendor Relations	Collect vendor data for CD from VP Vendor relations. Vendors are encouraged to supply data in only standard formats such as "Word", "PowerPoint", or "PDF".
April 1-15	CD-Coordinator	Between April 1 and April 15 the Technical Director, Vendor Relations and CD coordinator need to get data in final form. This process involves emailing and a possible regularly mailing if files are too large.
April 15	CD-Coordinator	Based on advanced registration figures and the requirement to mail this CD to company members the final number of needed CDs can be estimated. It is prudent to estimate a number that is Two CDs need to be created for the manufacturer. The one CD in final format needs to be sent to CD manufacturer. The other CD contains the design of the CD label. For backup only, copies of the final CD need to be sent to the Executive Director, Technical Director, and Conference Chairman. VP publications require that a CD of the papers only in "Word" format be sent to him so he can reformat as required for the SAWE journal.
May 1	CD Coordinator	The finished (200 or as required) CDs are mailed to the conference site or to the Executive Director if he is driving to conference. In 2004 the CD manufacturer mailed 200 CDs to the conference site hotel in California. These CDs were handed out with the registration package to each attendee. Another 50 blank re-writable CDs which only had labels applied at the CD manufacturers were sent to be formatted with the same data plus any data that was received late at the conference. This late data was put on the CDs that are mailed to the company members after the conference. Only one additional paper, not available when the original CD went to press, was added to the last 50 CDs. Approximately 6 hours was spent burning the 50 CDs one weekend after the conference. These more complete 50 CDs were then mailed to the company members by the Executive Director. The labeled re-writable CDs cost \$.25 each more to buy. The unit cost for the 200 CDs was \$1.75 and the other 50 cost \$2.00. The total cost with shipping was approximately \$500. The CDs were in a plain white folder with a see thru cover plastic over the label. The process to make 50 company CDs later cost \$12.50 plus the additional cost of mailing the CDs to the volunteer who formats these CDs or about \$20 more. In 2005 the 50 additional CDs will be put in slim line jewel cases at the CD manufacturer for about \$30 more since the Executive Director removed them from the white envelopes and put them in jeweled cases in 2003 and 2004 to minimize damage to the CDs.



5.4.4. MANUFACTUR INFORMATION

The following company made 1500 CDs of 2002 handbook and 200 Technical Papers CDs in 2003, and 250 Technical Papers CDs in 2004.

digitalCDR.com, Inc.
330 West Gray Suite 135
Norman, Oklahoma 73069 U.S.A.
Toll-free 1-866-669-7949 (In The USA)
Local or International 405-579-9945
e-mail: info@digitalCDR.com

Jon Horton was the contact in 2002 - 2004

The following Copyright authorization form must be completed and sent in with the CD files.

Copyrights and Duplication Authorization

The Society of Allied Weight Engineers hereby declares and guarantees to the manufacturer digitalCDR.com, Inc. that they have all the required authorizations concerning the reproduction work that they are giving us (copyrights and all other rights) and that such work contains nothing that is likely to violate the copyrights of any person nor element that could constitute a reason to institute legal proceedings based on the violation of any right or legality.

Signature _____

Title _____

Date _____



5.4.5. CD LABELS

The following format should be used for the CD Labels for consistency.

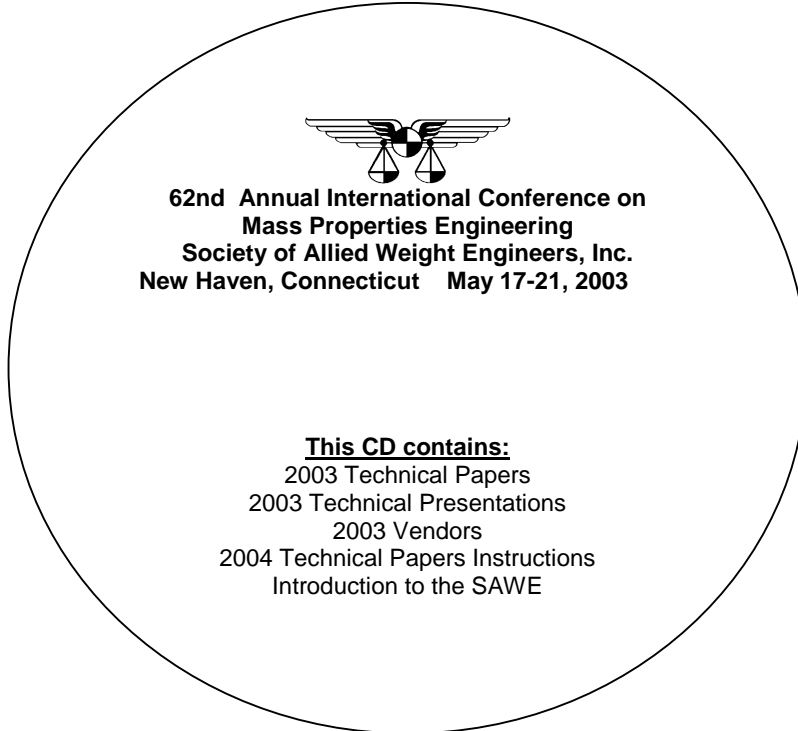


Figure 5-15 2003 Conference CD Label

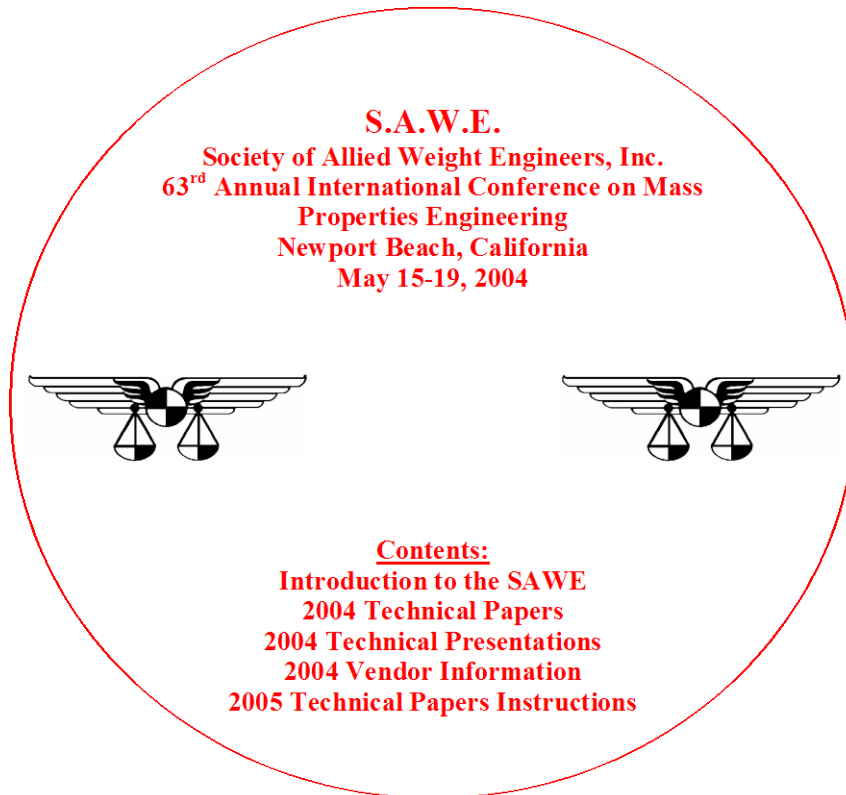


Figure 5-16 2004 Conference CD Label



5.5 CONFERENCE ANNOUNCEMENT AND PROGRAM

5.5.1 CONFERENCE ANNOUNCEMENT

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

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

Month	Vice President – Publications
October	Prepare and deliver tentative program to Host Chapter Program Committee or Conference Chairman all SAWE officers (elected & appointed) for use in the Conference Planning Meeting
November	Coordinate with Conference Chairman, and the SAWE officers (elected & appointed) to complete tentative programs.
December 15	Complete a draft of the Conference Announcement with input from the appointed officers. Send it out for review to the Conference Chairman, SAWE Executive Committee (i.e., Executive Director, SAWE President, Executive Vice President and Senior Vice President)
January 15	Complete the final Conference Announcement and deliver it to the Executive Director for printing.
February-March	Periodically update the Conference Announcement with data received after printing and send it to the VP-Internet Operations for posting on the SAWE website. Complete a draft of the Conference Program and send it out to the SAWE Executive Committee, and Conference Chairman for comment
April 15	Complete the final Conference Announcement and deliver it to the Executive Director for printing and shipment to the conference site.

5.5.2 CONFERENCE PROGRAM

Month	Vice President – Publications
December 15	Complete a draft of the Conference Announcement with input from the appointed officers. Send it out for review to the Conference Chairman, SAWE Executive Committee (i.e. Executive Director, SAWE President, Executive Vice President and Senior Vice President)
February 15	Complete a draft of the Conference Program and send it out to the SAWE Executive Committee, and Conference Chairman for comment
April 15	Complete the final Conference Announcement and deliver it to the Executive Director for printing and shipment to the conference site.



5.6 SAWE TEXTBOOK PUBLICATION GUIDELINE

The Vice President of Training is responsible for all textbooks and should be consulted with any questions, textbook projects and proposed changes to this section.

5.6.1 INTRODUCTION

The purpose of this document is to describe the process and to provide guidance for proposing, developing and editing a textbook for publication by the Society of Allied Weight Engineers (SAWE). The intent of the guideline is keep the SAWE leadership informed of serious development projects and to help the authors prepare a development plan. The leader of any textbook publication project is ultimately responsible for getting the project done in a timely and professional manner that is based on a consensus. The formatting standard in this guideline should be used for consistency between SAWE Textbooks.

5.6.2 PROCESS

5.6.2.1 ROLES

The Author is the person(s) who has the technical expertise to write the textbook. The Project Lead is the person who will handle all the administrative issues such as setting up review meetings, creating status reports, developing the budget etc. The Author and the Project Lead can be and are usually the same person. The VP-Training coordinates the project for SAWE to make sure the project receives the proper reviews, funding and attention from the BOD (Board of Directors). The SAWE BOD authorizes the publication of the textbook as a formal SAWE document once all the reviews have been completed. The Executive Director stores the printed and electronic copies of the textbook, and sells the printed copies.



PROCESS DIAGRAM

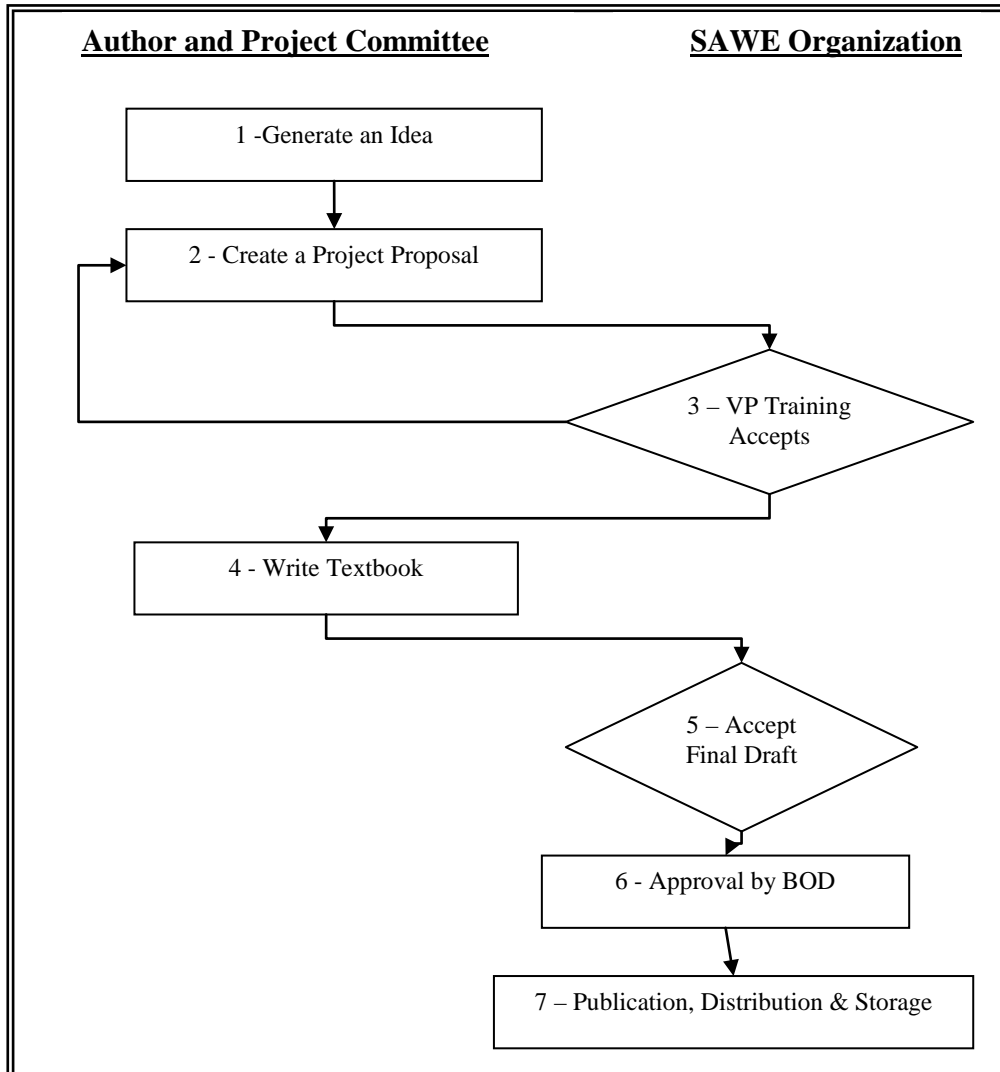


Figure 5-17 Process Diagram



5.6.2.2 PROCESS STEPS

The publication process steps are described below:

1. **Generate an Idea** - The author(s) creates an idea for a textbook based on a need of Mass Properties Engineers, engineering students or others in society. A SAWE textbook should have something to do with Mass Properties Engineering. The authors believe that a textbook is needed and can describe the need in one or two short sentences. The author usually has support from other Mass Properties Engineers (MPE) s and even a corporate or institutional sponsor.
2. **Create a Proposal** - The purpose of the proposal is to help the author to create an executable plan for completing the textbook in a timely manner. The proposal does not empower the Vice President Training (VPT) to reject a well planned project. The VPT may send the proposal back to the author(s) with a request for more information or suggestions on how to improve the chances of success. A proposal can be a formal written document, or as informal as a copy of slides presented to a meeting of a SAWE SPC or Technical Committee. Each proposal should address the following topics:
 - What need will the textbook address and what is the vision of how it will meet the need? This is a short paragraph description of the project
 - Who will be the primary authors? The authors should be recognized as technical experts by SAWE members.
 - What is the development schedule?
 - What is the outline and estimated page count?
 - Who is the target audience? For example, is the textbook intended for use at a university or in the workplace? Does the target audience have extensive knowledge of probability theory or just a working knowledge of statistics? and what considerations should be made by the authors?
 - Who will be the project leader? The leader may or may not be an author of the textbook. The leader is responsible for all the administrative tasks including all budgets, schedules, status reports etc.
 - Who will pay for the copies of the textbooks to be sold? Ideally, copies should be donated by a benefactor such as a company or individual. If SAWE is to pay for making copies a cost estimate should be provided.
 - Who will make up the Editorial Board? It is recommended that the authors set up an Editorial Board to review the technical content and delivery of the information in the textbook. This review team should be a group of “experts” who can give the textbook and independent review. Ideally, the Editorial Board will represent and understand the views of the stakeholders and the audience.
 - What are the format standards for the textbook? This guideline provides a default set of formatting standards. The authors are encouraged to develop their own based on the expectations of the audience and the cost to publish the textbook. The authors are encouraged to consider new technologies.
 - How will examples be used in the textbook? It is useful for students of MPE to have some examples of calculations, reports, and plans etc to review in the textbook. The examples will also serve as the basis of a training class that uses the textbook as a principal reference.
3. **VP-Training Accepts Proposal** - The Vice President of Training will acknowledge receipt of the proposal in a letter or e-mail to the project leader. The Vice President Training will review the proposal, solicit comments from other SAWE officers and then consolidate the comments. The Vice President Training will respond to the proposal, with either a letter of acceptance or a request for clarification within 30 days of receipt.



4. **Write the Textbook** - The authors can start writing the textbook at any time. The authors should understand that SAWE might wish to change the vision either to address a larger audience or to narrow the scope of the document. However, we are all pressed for time, so the textbook development may begin as soon as possible.

The Project Leader provides a status report on the first of September, December, March and June, to the Vice President Training. The status report should describe the progress to the schedule and any changes to the schedule or resources.
5. **Accept final draft by SAWE Review Board** When the final draft of the textbook has been completed, at least two editorial boards should review it.
 - a. The first editorial board consists of experts chosen by the authors or the “Editorial Board”. This board will assure technical accuracy of the content and continuity. The Project Lead is responsible for organizing this editorial board and making use of their contributions.
 - b. The second and sometimes the only review are done by the “SAWE Review Board”. This review is done before the textbook is sent to the SAWE BOD. The SAWE Vice President - Training chairs the SAWE Review Board which also includes the Vice President Technical Director, Executive Vice President as standing members and any other SAWE member the Vice President of Training may invite. To start the review process, the Project Leader sends a copy of the textbook to the Vice President Training on or before March 1st. The SAWE Review Board members will complete their individual reviews at least 7 days before the BOD Meeting. The SAWE Review Board will meet with the Project Leader and Author(s) before the week before the annual Board of Director’s meeting (i.e., Friday afternoon), to resolve all the comments will be collected. If the comments are minor, then the Vice President Training shall recommend to the BOD to approve the textbook. However, a majority vote by the Review Board is required to defer this recommendation.
6. **Approval by SAWE Board of Directors** The completed Textbook will be presented to the BOD for approval at the Annual BOD of meeting. Each BOD member should be given a copy to review, at least 45 days before the scheduled meeting date or before April 1st. The BOD members are asked to review the textbook, and to let their chapter members review the textbook before the Annual Meeting. The BOD members are also asked to provide all their comments to the Vice President Training at least 7 day before the BOD meeting. Based on the severity of the BOD and the SAWE Review Board comments, the Vice President Training shall decided whether to make a motion at the BOD to accept the textbook as Old Business.
7. **Publication, Distribution & Storage** Once the SAWE BOD has approved the textbook, a few hundred copies shall be sent by the author to the Executive Director, within in 30 days of the BOD meeting. Distribution shall not be made before the Executive Director has received a copy of the textbook in “pdf” file format, MS Word file format and the copyright release forms from each of the authors. The SAWE Executive Director will sell copies of the textbook at the price set by the BOD. The Executive Director will store all unsold copies



5.7 SAWE TRAINING CLASS DEVELOPMENT

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

5.7.1. INTRODUCTION

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

5.7.2. PROCESS

5.7.2.1 ROLES

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

5.7.2.2 PROCESS STEPS

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

1. **Submit Proposal to VP-Training-** A simple one page description of your proposed class is adequate (figure 5-17). Describe the topic. Outline a few key objectives, the needs of the students, the expected the knowledge the student should gain from the class, and the background behind the class. Describe any special equipment or facilities needed. Provide a biography containing your background and qualifications regarding this topic. Send a copy to the VP-Training, who will review and give approval to proceed based on the proposal information and the mix of other classes. In some cases class proposals may be very similar and changes of topic may be appropriate. The VP-Training will notify the President and Executive Director of classes approved for development. Approval decision will consider the proposed topic's need, interest, and success potential. Guidelines: 10-15 students are needed to cover expenses; general, not niche, interests should be targeted; and requests for this topic should be explored for student support and potential of repeat demand.
2. **Develop the Class Materials.**
 - a. **Initial Outline** - This describes the class more in depth. It will elaborate on the topic and objectives. It will estimate the length of the class and state the maximum class size. General approach will be described; such as classroom presentation, take home exercise, hands on lab activities, video presentation, demonstration, etc. This overview must also give an estimate of when the class will be ready so that the training chairman can work it into the schedule. Send a copy to the VP-Training for review.
 - b. **Detailed Outline** - This will outline the class in detail. In general, it should contain the following: a narrative of the topic, elaboration of each class objective and the activity that will address each specific objective. Facilities, class duration, maximum attendance, and class availability date will be restated to firm up the Initial Overview estimate. The outline will serve to organize the developer's approach and ideas. It will also provide the training chairman and conference training Coordinator with support information for advertising and facilities coordination. Send a copy to the VP-Training for review.



- c. **Class Presentation Material** - view graphs, videos, demonstrations, etc. Where possible the final version of the material will include the SAWE Training Program logo. Send a copy to the VP-Training for review.
- d. **Lab Exercise Handout Material** - Exercises and activities conducted in a lab environment should have diagrams and step by step descriptions to help students understand during the lab and for future review. Send a copy to the VP-Training for review.
- e. **Student Notebook** - This will include the presentation material and classroom exercises and may at the instructor's discretion include additional related information such as Military Standards, web sites, industrial guidelines, or give more examples. Additionally, the instructor will hand out a simple survey for the students to provide comments about the class. Send a copy to the VP-Training for review.
- f. **Class Exam** - The class exam should address the primary objectives of the class. Passing the exam should convince the instructor that the student has a good understanding of the class material. We will make it SAWE's policy to allow students that do not pass the exam to repeat it one time within 2 months of the class at the instructor's convenience and per his chosen method. The intent is for the class to be properly understood. All students will receive certificates of completion for the class. The class exam may be written or practical in class exercise or a verbal quiz, depending on the type of class. Send a copy to the VP-Training for review.
- g. **Preparatory Material** - Any pre-requisite familiarity or assumed experience level must be stated for enrollment screening purposes. Also, it will have to be coordinated in all publicity and registration information. Product specific familiarity must be avoided to allow participation of all SAWE members. As students enroll, they will be notified of the pre-requisites so they can review documents or update familiarity.
- h. **Publicity Information** - This information will be published both in the conference announcement and in a Training Program portion of the SAWE web site. In addition to information provided in your class detail outline, you'll need to provide an instructor's background sketch. Keep in mind that this information is key to many attendees in that their management reviews it for travel approval. It must sell both the value of the class and the qualification of the instructor. Although many of our instructors will be well known experts within SAWE, approval for attendance will often come from non-mass properties management



3. SAWE Review Board of Class Materials

- a. **Regional Conference Class Review** – All class presentation, handouts, test and pre-requisite information shall be presented to the Vice President Training at least 30 days before the Regional Conference. The Vice President Training shall review the materials to assure technical accuracy and that objectives of the class have been met. The Vice President Training shall provide any comments to the developer/instructor within 14 days of receiving the complete package of materials.
- b. **Annual Conference Class Review** - All class presentation, handouts, test and pre-requisite information shall be presented to the Review Board by the Vice President Training, at least 90 days before the annual conference. The Review Board members shall include the International President, Vice President Technical Director and the Standards & Practices Chairman. These officers may delegate their responsibilities and the actual review to other SAWE elected, appointed officers or to the appropriate SAWE Technical or Standards & Practices Committee Chairs. The committees shall review the materials to assure technical accuracy and that objectives of the class have been met. It is not the purpose of this review to question the purpose or content of the class. The review board shall provide their comments to the Vice President-Training no less than 30 days before the annual conference, who reserves the right to pass the comments on to the developer/instructor.



SAWE Training Class Development Proposal

Class Title:

Lead:

Idea/Background/Need:

Describe objective of the class, student needs, student profile, class format (lecture, lab, etc).
Include a short biography and photograph of the instructor for use in the conference announcement.

Lead Information

Name, Email, Phone Number

Biography

Of the instructor and/or class developer

Figure 5-18 Training Class Development Proposal



5.8 REQUIRED FORMAT FOR TECHNICAL PAPERS

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

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

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

5.8.1. PHYSICAL SIZE

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

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

5.8.2. BINDING

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



5.8.3. COVER TITLE PAGE

The author is directed to use a cover page conforming to the sample shown in Figure 3-17. It must include the name of SAWE, the assigned paper number, the index category number, title, author's name, position, and company. The Conference number, city, dates, and SAWE disclaimer and address are also required. The Track Chairman will assign the paper number.

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

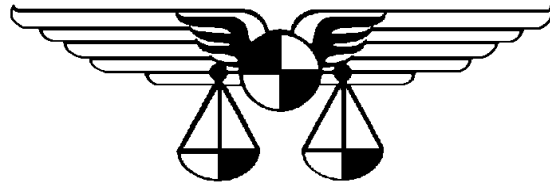
Coordinate the SAWE Publications and Technical Papers Index Category with your Track Chairman. A complete list of categories is included in Figure 5-20



SAWE Paper No. 1234

Category No. XX

Category No. YY



MASS PROPERTIES REPORTING

John Doe, Senior Engineer
The Smith Corporation

For Presentation at the
xxth Annual Conference
of
Society of Allied Weight Engineers, Inc.
Anytown, Anystate, xx-xx May, 20XX

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

Society of Allied Weight Engineers, Inc.
P.O. Box 60024, Terminal Annex
Los Angeles, CA 90060

The Society is not responsible for statements or opinions in papers or discussions at the meeting.

Figure 5-19 SAWE Technical Paper Sample Cover Page



5.8.4. THE PRINTED PAGE

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

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

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

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

5.8.5. DUAL UNIT USAGE

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



5.8.6. ELECTRONIC COPY FORMATS

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

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

Figure 5-20 SAWE Publications and Technical Papers Index Categories



SECTION 6
RULES OF ORDER



6. RULES OF ORDER SAWE BOARD OF DIRECTORS

6.1 INTRODUCTION

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

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

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

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

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

6.2 RULES OF ORDER

6.2.1. GENERAL CONDUCT OF BUSINESS

- a. Quorum of members - The minimum number of members that may constitute a Board of Directors meeting is a number of chapter directors whose combined voting power is greater than 1/2 of the total voting power of all chapter directors.
- b. Minimum officers - The minimum officers required for conduct of a meeting is a Presiding Officer and a Secretary. SAWE International President, if present, will chair the meeting. In the absence of the International President, the line of succession to the chair shall be in the following order:
 1. Executive Vice President
 2. Senior Vice President

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

1. Executive Vice President
2. Senior Vice President
3. Any Board Member



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

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

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

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

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

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

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

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

6.2.2. DESCRIPTION OF MOTIONS

Motions may generally be placed in 4 categories as follows:

1. Main motions
 2. Subsidiary motions
 3. Privileged motions
 4. Incidental motions
- a. Main motions are the procedure whereby a new subject is brought before the assembly. They are in order only when no other motion is pending.
 - b. Subsidiary motions assist the assembly in treating or disposing of a main motion. Following is a description of the 7 subsidiary motions.



1. Postpone Indefinitely - If an embarrassing main motion has been brought before the assembly, a member can propose to dispose of this question without bringing it to a direct vote by moving to postpone indefinitely (11).
2. Amend - If a main motion might be more suitable or acceptable in an altered form, a proposal to change its wording (either to clarify or, within limits, to modify the meaning) before the main motion is voted on can be introduced by moving to Amend (12).
3. Commit or Refer to Committee - But it may be that much time would be required to amend the main motion properly, or that additional information is needed, so that it would be better to turn the motion or resolution over to a committee for study or redrafting before the assembly considers it further. Such action can be proposed by moving to commit the main question, or refer it to a committee (13).
4. Postpone - If the assembly might prefer to consider the main motion later in the same meeting or at another meeting, this can be proposed by moving to postpone to a certain time--also called the motion to postpone definitely, or simply to postpone (14).
5. Limit or Extend Limits of Debate - If it is desired to continue consideration of a motion but debate is consuming too much time, a member can move to place a limit on the debate; on the other hand, if special circumstances make it advisable to permit more or longer speeches than under the usual rules, a motion to do so can be made; or, it may sometimes be desirable to combine the elements of limitation and extension, as in limiting the length of speeches but allowing more speeches per member. All such modifications of the normal limits of debate on a pending motion are proposed by means of the motion to limit or extend limits of debate (15).
6. Previous Question - If it is desired to close debate and amendment of a pending motion so that it will come to an immediate vote, this can be proposed by moving the previous question (16).
7. Table - If there is reason for the assembly to lay the main motion aside temporarily without setting a time for resuming its consideration, but with the provision that it can be taken up again whenever a majority so decides, this can be proposed by the motion to lay on the table (17).

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

- c. Privileged motions do not relate to the pending business matter, but have to do with special matters of importance. The privileged motions are listed below:
 1. Point of Order - If the adopted program or order of business is not being followed, or if consideration of a question has been set for the present time and is now in order but the matter is not being taken up, a single member, by making a call for the orders of the day (18) can require such a schedule to be enforced--unless the assembly decides by a two-thirds vote (25) to set the orders of the day aside.
 2. Question of Privilege - If a pressing situation is affecting a right or privilege of the assembly or of an individual member (for example, noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc.), a member can raise a question of privilege (19), which permits him to interrupt pending business to state an urgent request or motion. If the matter is not simple enough to be taken care of informally, the chair then makes a ruling as to whether it is admitted as a question of privilege and whether it requires consideration before the pending business is resumed.
 3. Recess - A short intermission in a meeting, even while business is pending, can be proposed by moving to recess (20) for a specified length of time.
 4. Adjourn - A member can propose to close the meeting entirely by moving to adjourn (21). This motion can be made and the assembly can adjourn even while business is pending,



provided that the time for the next meeting is established by a rule of SAWE or has been set by the assembly. (In such case, unfinished business is carried over to the next meeting).

5. Fix the Time to Which to Adjourn - Under certain conditions while business is pending the assembly--before adjourning or postponing the pending business--may wish to fix a date and hour, and sometimes the place for another meeting before the next regular meeting. In cases of this kind, the motion to fix the time to which to adjourn (22) can be made--even while another matter is pending, unless another meeting is already scheduled for the same or the next day. This is the highest ranking of all motions.
- d. Incidental motions relate to the main question in such a way that they usually must be decided immediately before business can proceed. Primarily they deal with parliamentary procedure and are considered too complex to list here (See RRO 58-59).

6.2.3. RULES OF DEBATE

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

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

6.2.4. NOMINATIONS & ELECTIONS

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

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

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



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

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

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

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

6.2.5. VOTING

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

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

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

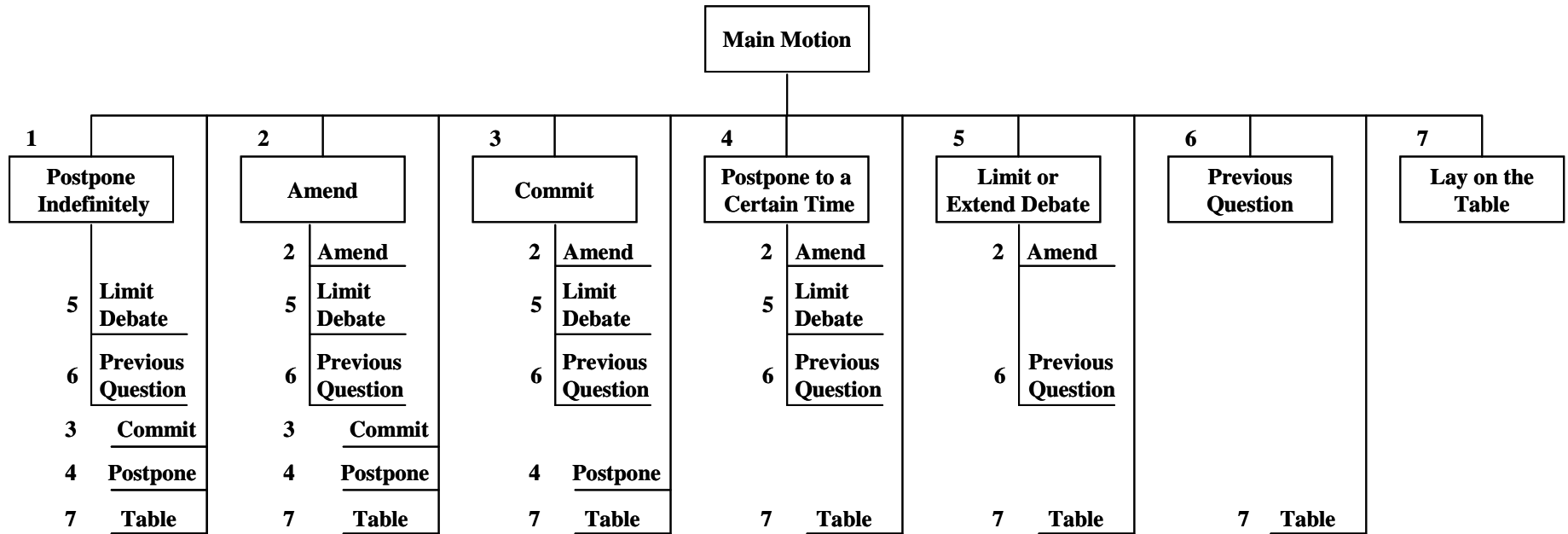
- a. Any member, upon demand can require that a vote be taken by show of hands or a rising vote, however, it is still the responsibility of the chair to count the vote.
- b. A majority vote, after a motion and a second is necessary to require the chair to order a roll call or a secret ballot vote. In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

6.2.6. AUTHORITY AND CONDUCT OF THE CHAIR

- a. To open meetings at the appointed time.
- b. Establish a draft agenda for presentation to the BOD. Once this agenda is approved, he must assure that business comes before the assembly in proper order.



- c. He must recognize all members who are entitled to the floor.
- d. State and put to vote all questions that legitimately come before the assembly. Rule on all points of order and answer all parliamentary inquiries.
- e. He shall enforce all rules relating to debate, order, and decorum within the assembly
- f. He must maintain a position of impartiality and should enter the debate only when an appeal to a ruling of the chair is pending.
- g. He may vote when the ballot is secret or when his vote would affect the outcome.
- h. He shall have the authority to order the BOD meeting into Executive Session (members and officers only) when he feels the best interests of the SAWE will be served.
- i. He shall protect the assembly from the delay and frustration caused by motions or other conduct of a dilatory nature. Whenever the chair becomes convinced that one or more members are misusing parliamentary forms for obstructive purposes, he should either not recognize these members or he should rule that such motions are out of order (38).



Notes:

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

Figure 6-1 Relationship of Main & Subsidiary Motions



SECTION 7
ACADEMIC SCHOLARSHIP



7. GUIDELINES FOR UNDERGRADUATE SCHOLARSHIP

7.1 GUIDELINES FOR PERMANENT UNDERGRADUATE SCHOLARSHIP

7.1.1. PURPOSE

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

7.1.2. AWARD

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

7.1.3. ELIGIBILITY

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

7.1.4. APPLICATION PROCESS

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

7.1.5. SELECTION FACTORS

Factors to be considered in the selection process will include:

1. Review of applicants career goals.
2. Evidence demonstrating aptitude for success.
3. Financial need will be a major consideration.

7.1.6. ADMINISTRATION

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

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



7.1.7. REPORTING REQUIREMENTS

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

7.1.8. SPONSOR PARTICIPATION

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

7.1.9. OTHER CONSIDERATIONS

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

1. This scholarship program is intended to be a permanent program with the university. However, if the department for which the scholarship is intended is dropped from the university curriculum, the agreement will be terminated.
2. Value of the scholarship is to begin at a level of \$1000 per academic year and increased as stated to account for increased costs. However, if economic conditions arise that result in insufficient fund earnings to support the program at the anticipated level, the award amount may be decreased as deemed necessary by the SAWE.
3. In the event that the SAWE is disbanded, existing funds will be distributed among the participating academic institutions for continuation of the program.



7.2 GUIDELINES FOR ONE TIME UNDERGRADUATE SCHOLARSHIP AWARD

7.2.1. PURPOSE

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

7.2.2. AWARD

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

7.2.3. ELIGIBILITY

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

7.2.4. APPLICATION PROCESS

Factors to be considered in the selection process will include:

1. Review of applicants career goals.
2. Evidence demonstrating aptitude for success.
3. Financial need will be a major consideration.

7.2.5. SELECTION OF RECIPIENTS

Prospective scholarship recipients will be required to complete an application form furnished by the Engineering Department. The applicant will also provide a brief statement of career goals and may include other documentation they feel would be pertinent to the selection process. The recipient shall supply the Engineering Department with a recent photograph to be included as part of his application materials.

7.2.6. PAYMENT OF SCHOLARSHIPS

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

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



7.2.7. REPORTING REQUIREMENTS

The chairman of the Engineering Department will assume responsibility for informing the SAWE of all awards made under this scholarship program. In addition, a copy of the recipient's application materials will be forwarded to the SAWE Academic Board noting the amount of the award. Award of the scholarship will be noted at any recognition ceremony designed to call attention to student achievement in the Engineering Department or the college with which the Engineering Department is affiliated.

7.2.8. SPONSOR PARTICIPATION

The chairman of the Engineering Department will contact the SAWE Academic Board to determine the memberships' interest in meeting the scholarship recipient. In addition, a plaque bearing the names of the scholarships recipients will be displayed at appropriate SAWE functions.



7.3 GUIDELINES FOR SCHOLARSHIP FOR CHILDREN AND GRANDCHILDREN OF SAWE MEMBERS

7.3.1. BACKGROUND

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

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

7.3.2. ELIGIBILITY

Applicants to the SAWE Scholarship Program must be —

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

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

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

7.3.3. AWARD

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

7.3.4. APPLICATION PROCESS

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

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

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

7.3.5. SELECTION FACTORS

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

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



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

7.3.6. ADMINISTRATION

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

7.3.7. OBLIGATIONS

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

7.3.8. REVISIONS

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

7.3.9. ADDITIONAL INFORMATION

Questions regarding the scholarship program should be addressed to:

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



SECTION 8

**EXECUTIVE DIRECTOR RECRUITMENT AND
SELECTION**



8. EXECUTIVE DIRECTOR RECRUITMENT AND SELECTION

8.1 INTRODUCTION

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

8.2 CANDIDATE'S BACKGROUND

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

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

8.3 NOTICE OF POSITION OPENING

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

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

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



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

GREAT JOB OPPORTUNITY

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

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

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

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

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

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

Figure 8 1 Example - Position Opportunity Listing

8.4 LIST OF CANDIDATES

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



8.5 CANDIDATE JOB CRITERIA SELF-ASSESSMENT

An "Executive Director Job Criteria Assessment" form, provided below as Figure 8-2, has been developed, and has been used effectively. Completed candidate assessments will provide important insight for members of the Board of Directors as they consider each candidate's qualifications. In that the assessment form is structured as a self-appraisal, resulting responses will offer a valuable opportunity for the reviewer to consider each candidate's perception of the importance of the various responsibilities of the Executive Director's position.

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

Executive Director Job Criteria Assessment

Candidate _____

Assessment Area

1. Demonstrated management capability. Describe related experiences that demonstrate your ability to provide effective, professional direction of the SAWE's overall operational and fiscal responsibilities.
2. Initiative and accuracy in working the details. Provide illustrative job experiences and personal characteristics that demonstrate both initiative and accuracy in "working the details," while still maintaining a "big picture" focus.
3. Basic understanding of accounting principles and common computer applications. Describe accounting principle experience level. Provide examples of demonstrated awareness of the financial activities important to the SAWE, particularly as they affect future planning. Show awareness of basic contracting language and terms and conditions (e.g.: as it might apply to review of hotel contracts for the conference). Provide summary statement of computer usage skills.
4. Extent and currency of SAWE experience at International level. Describe any service as an International officer, any Board of Directors, Track, workshop or committee chairman experience, and experience on Academic Board. Provide description of any past involvement in conference planning activities.
5. Ability to work in a team environment, although geographically dispersed. Provide description of background to illustrate this capability, particularly working through "volunteers."
6. Communication skills. Describe or provide examples of demonstrated communication skills, both verbal and written.
7. Availability and commitment. Discuss your availability for taking over the responsibilities of the position. What length of service as Executive Director do you believe to be an appropriate commitment?

Figure 8 2 Executive Director Job Criteria Assessment

8.6 FORMAL SELECTION PROCESS

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

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



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

8.7 TRANSITION OF POSITION

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

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

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



SECTION 9

**INTERNATIONAL LEVEL BEREAVEMENT AND
RETIREMENT NOTICES**



9. INTERNATIONAL LEVEL BEREAVEMENT AND RETIREMENT NOTICES

9.1 INTRODUCTION

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

9.2 BEREAVEMENT ANNOUNCEMENT FORMAT BY MEMBERSHIP GRADE

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

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

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

9.2.1. HONORARY FELLOW

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

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

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

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

9.2.2. FELLOW

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

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



9.2.3. OTHER MEMBER

It is the responsibility of the chapter director to provide a brief notice of a member's passing to the Executive Director, and to the Vice President - Publications. It is at the discretion of the chapter director whether a more detailed write-up would also be provided. With rare exception, publishing these bereavement notices would be limited to the Newsletter.

9.2.4. CHARTER MEMBER

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

9.3 MEMBER RETIREMENT ANNOUNCEMENTS

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



SECTION 10
TRAINING PROCEDURES



10. TRAINING PROCEDURES

10.1 VISION STATEMENT

The SAWE Training Program will provide membership with career enhancing learning opportunities related to a broad spectrum of mass properties engineering applications.

10.1.1. PURPOSE

The purpose of the SAWE Training Program is to enhance membership benefits and opportunities by offering valuable technical classes developed and instructed by highly qualified industry experts.

OBJECTIVE

- To improve expertise and familiarity with Mass Properties engineering best practices of members and other.
- Increase SAWE membership benefits.
- Enhance the value of conference attendance.
- Create additional avenues of participation both as student and instructors.
- Provide laboratory, field demonstration, and hands on learning opportunities.
- Exploit all technical resources available.
- Involve more people.
- Integrate the training program into international and regional conferences.
- Offer at least one class at each conference.
- Align class price with expenses to ensure fiscal soundness.
- Provide specialized on site training services to fulfill government and industry needs.

10.1.2. VALUES

- Specialized learning opportunities for mass properties related topics.
- Enhance conference attendance value with training class opportunities.
- Involve industry experts regardless of situation or background. For example: retired, actively employed, vendor, government, or supplier.
- Exploit opportunities surrounding conference locations.

10.1.3. POSSIBILITIES

- Expand class scheduling to vendor and supplier locations and chapter meetings.
- Offer selected classes to college students.
- Hold training seminars at locations that are not usually candidates for chapter hosting.

10.2 GENERAL INFORMATION

10.2.1. TRAINING CLASSES AT CONFERENCES

Training classes will be integrated into the International and Regional Conference's schedules. Classes will be scheduled on days prior to, during or after the regular conference. This will put fewer extra duties on the host committee, offer membership more value, and improve conference room-night commitments. Classes during the conference should compliment the Technical and Standards & Practices Committee agendas rather than offer an alternative to these tracks. The goal is to offer at least four training classes at each international and one training class at each regional Conference.



10.2.2. ON SITE TRAINING CLASSES

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

10.2.3. CLASS DEVELOPMENT GUIDELINES

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

10.2.4. DEVELOPERS AND INSTRUCTORS

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

10.2.5. CLASS ENROLLMENT

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

10.2.6. LAB BASED CLASSES

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

10.2.7. CONFERENCE COMMITTEES

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



10.3 CLASS PROCEDURES

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

10.3.1. REGIONAL AND ANNUAL CONFERENCES

1. Coordinate Class Schedule With VP-Training – Once a class has been requested, the VP-Training will ask the Instructor if they are available to give the class. The Instructor’s travel expenses, honorarium and other will be taken into consideration. However, the overriding consideration will always be whether there is an interest in the class by those expected to attend conference.
2. Support Publicity Information – The VP-Training, VP-Publications or the Local Training Coordinator may contact the instructor to approve a draft of the class announcement. The announcement will describe the class that will be given at the conference, which may be different than previous classes, base on the expected students. In some cases you will have to provide a biography and a photograph. Keep in mind that this information is key to many attendees in that their management reviews it for travel approval. It must sell both the value of the course and the qualification of the instructor. Although many of our instructors will be well known experts within SAWE, approval for attendance will often come from non-mass properties management.
3. Monitor Enrollment- Fundamentally, the minimum enrollment is to ensure course funding and the maximum enrollment is to ensure quality of the learning environment. The VP-Training and Conference Training Liaison will establish a price for the course based on expenses. Instructors must review the budget basis for accuracy, completeness, and updates. The minimum enrollment represents the break even point. If minimum enrollment is not met, the class will be cancelled and considered for re-scheduling. The instructor's maximum enrollment will not be exceeded. There will be a waiting list maintained by the conference registrar in case there are enrollment cancellations. The waiting list will also determine whether there is enough interest to offer an additional class at that conference or repeat it at a future conference. Cancellation policy will support the minimum enrollment and break even objectives within a reasonable period before the course. The period will be established by the Conference Training Liaison and the VP-Training. These stipulations will be noted in the advertising information. The estimated course budget and price will be submitted to the President and the Executive Director for their approval and counseling. Any open issues and significant uncertainties will be noted in detail with projected financial impacts and explanations.
4. Travel Plans – Instructors are normally expected to make their own travel plans. This includes staying at the conference hotel. SAWE will pay two nights lodging per class and 3 nights after a transatlantic air plane trip. The budget is usually based on the Conference hotel room rate plus US Government GSA Per Diem expenses for meals. The instructor should look into airport shuttles and mass transit in Europe to keep parking fees and rental car fees down. Receipts are required for all travel expenses. If an instructor’s company will pay the travel expenses, SAWE will their payment as a donation to the training program. We will try to keep course expenses down by arranging instructor air travel early.
5. Coordinate with Conference Training Liaison- Once a class is scheduled for a conference, the instructor must coordinate physical, logistical, and equipment needs with the Conference Training Coordinator Liaison. Examples are: Desired Facilities, Ongoing Enrollment Updates, Student Transportation if Needed, Audio Visual Equipment, Computer Support, Etc.
6. Ensure Enrollment- Enrollment is mentioned in several of the procedures and might not be an issue. However, it is a criterion for canceling the course or deciding to schedule an additional time slot. Enrollment must be re-checked at the established cancellation date by the Instructor, VP-Training, and Conference Training Liaison. They will disposition how to proceed.



7. Make Adequate Copies of All Course Materials and Handouts - Traveling instructors may opt to have copies made at the conference location. Make these arrangements with the Conference Training Liaison in a timely manner so that they are ready and waiting for you when you arrive.
8. Instruct Class - Arrive early. Check audio-visual equipment. Note location of nearest rest rooms, drinking fountains, and coffee. Schedule breaks if the class is longer than two hours. Start on time and stay on schedule. Teach the class, give the exam, and conduct the student comment survey.
9. Distribute, Collect and Grade Exam - The intent of the Exams is to confirm that the class met the student needs.
10. Certificates - The VP-Training will provide Certificates of Completion to all Training Program students, when possible. In cases when the VP-Training can not attend the conference, the Instructor or Local Training Coordinator will prepare and distribute the Certificates of Completion. A few blank extras will be provided to allow for late enrollment. The certificates will be signed by the Instructor, the VP-Training, the Conference Training Liaison, and the President. They will be issued by the instructor.
11. Review of Student Survey and Exams - The intent of this survey is to improve the quality of both the Training Program and the specific course. The instructor will review the students' comments and pass them along to the VP-Training. Any comments related to issues pertaining to the Conference Training Liaison will be passed along and included in the conference "lessons learned". Specific survey comments will be used to improve the course when repeated. General comments will be used to improve other training courses. A short meeting of the VP-Training, the instructors, and the Conference Training Liaison should be held as a breakout meeting of the Sunday night mixer to conduct this review and discuss lessons learned while the issues are fresh in everyone's mind.
12. Final Expense Report- A final expense report with receipts (preferably scanned) will be submitted to the VP-Training for his review. He will request payment from the Executive Director. The Conference Training Coordinator may need to submit an expense report. All of these training related expenses should already be a part of the course budget plan. Significant surprises may warrant separate review of that specific expense.



Expense Report

Name:

Class(es) Taught:

Mailing Address for reimbursement checks:

Dates	Hotel	Meals	Travel	Supplies	Honorarium	Other	Total
Totals							

Instructions:

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

Figure 10-1 – SAWE Training Program Expense Report Form



10.3.2. ON-SITE OR COMERCIAALLY AVAILABLE TRAINING

1. Initial Contact – All inquiries will be referred to the VP-Training, who will contact the Company Representative immediately to confirm their needs and the timing of the class.
2. Instructor Contact – The VP-Training will ask the appropriate Instructor to contact the “Company Representative to confirm the suitability of the SAWE class content for the students, preliminary class dates, class location, and other logistics (Form Fs, type of aircraft, focus of the students, etc.). The Instructor will report this information to the VP-Training.
3. Prepare Quotation – The VP-Training will prepare a quotation based on the information provided by the Instructor, along with SAWE’s Terms and Conditions. A typical Quotation or invoice is shown below. Since SAWE Training is only provided to members, all companies must join as a “Company Member”. The VP-Training will create a budget for each class that covers travel, printed materials, promotional items etc. Travel expenses will be based on 150% of US Government Per Diem. SAWE and the Instructor even split any unused travel and material budget. The Instructor is provided an honorarium for each day of class and 2 days of honorarium for travel time, unless it is a local class.
4. Submit Quotation as an Invoice - The VP-Training emails the Quotation to the Executive Director with a copy to the SAWE President. The Executive Director submits the Invoice to the Company for payment before the class is delivered. The class will not be delivered unless payment or a Purchase Order is received from the company.
5. Make Travel Plans – The Instructor shall make travel plans and keep the VP-Training advised of the cost and schedule.
6. Prepare Class Materials – The VP-Training will be responsible for the Promotional items and the Certificates of Completion, while the Instructor will prepare all other class materials.
7. Deliver the Class – The instructor will travel to the site and deliver the class. The instructor will make such arrangements necessary so as not to be delay by bad weather or to endanger themselves during the travel during bad weather.
8. Review Class Exams and Surveys – Class exams and surveys shall be completed by the students reviewed by the Instructor and forwarded to the VP-Training.
9. Complete “Certificates of Completion” – The instructor will mail or hand out the certificates to the students that attend the class and pass the “Class Exams”.
10. Final Expense Report- A final expense report with receipts (preferably scanned) will be submitted to the VP-Training for his review. He will request payment from the Executive Director. The Conference Training Coordinator may need to submit an expense report. All of these training related expenses should already be a part of the course budget plan. Significant surprises may warrant separate review of that specific expense.



SOCIETY OF ALLIED WEIGHT ENGINEERS

Serving the Aerospace - Shipbuilding - Land Vehicle and Allied Industries

Sold by: *Ronald L. Fox*
 2131 Tevis Avenue
 Long Beach, Ca 90815-3356
 562 596-2873 Fax:562 596-2874
saweron@charter.net

Invoice No **8203**
Date **1/23/2006**

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

Email lawrence.lbrice@navy.mil 757-433-4127

U.S. currency

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

Figure 10-2 Typical SAWE On-Site Class Invoice



10.3.3. VIDEO BASED TRAINING

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

10.4 ANNUAL BUDGET

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

10.5 CLASS BUDGET

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

10.6 COPYRIGHTS

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

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

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

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

10.7 TRAINING COMMITTEE DUTIES AND RESPONSIBILITIES

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



SAWE Training Budget for 2006-2007

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

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

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

Notes on the SAWE Training Budget 2006-2007

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

Figure 10-3 Annual Training Budget Report



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

Figure 10-4 Training Class Budget Report



10.8 SAWE TRAINING COURSE INSTRUCTOR PROCEDURES

1. **Submit Proposal to VP-Training-** A simple one page description of your proposed course is adequate. Describe the topic. Outline a few key objectives. Describe any special equipment or facilities needed. And give a short narrative of your background and qualifications regarding this topic. The VP-Training will review and give approval to proceed based on the proposal information and the mix of other classes. In some cases course proposals may be very similar and changes of topic may be appropriate. The VP-Training will notify the President and Executive Director of courses approved for development. Approval decision will consider the proposed topic's need, interest, and success potential. Guidelines: 10-15 students are needed to cover expenses; general, not niche, interests should be targeted; and requests for this topic should be explored for student support and potential of repeat demand.
2. **Initial Overview-** This describes the course more in depth. It will elaborate on the topic and objectives. It will estimate the length of the class and state the maximum number of students. General approach will be described; such as classroom presentation, take home exercise, hands on lab activities, video presentation, demonstration, etc. This overview must also give an estimate of when the course will be ready so that the training chairman can work it into the schedule.
3. **Detailed Outline-** This will outline the course in detail. In general, it should contain the following: a narrative of the topic, elaboration of each course objective and the activity that will address each specific objective. Facilities, class duration, maximum attendance, and course availability date will be restated to firm up the Initial Overview estimate. The outline will serve to organize the developer's approach and ideas. It will also provide the training chairman and conference training liaison with support information for advertising and facilities coordination.
4. **Create Course Presentation Material-**view graphs, videos, demonstrations, etc. Where possible the final version of the material will include the SAWE Training Program logo.
5. **Create Student Handout Material-** This will include the presentation material and classroom exercises and may, at the instructor's discretion include additional related information such as Military Standards, web sites, industrial guidelines, or give more examples. Additionally, the instructor will hand out a simple survey for the students to provide comments about the class.
6. **Create Lab Exercise Handout Material-**Exercises and activities conducted in a lab environment should have diagrams and step by step descriptions to help students understand during the lab and for future review.
7. **Develop Course Exam-** The course exam should address the primary objectives of the course. Passing the exam should convince the instructor that the student has a good understanding of the course material. We will make it SAWE's policy to allow students that do not pass the exam to repeat it one time within 2 months of the course at the instructor's convenience and per his chosen method. The intent is for the course to be properly understood. All students will receive certificates of completion for the course.
8. **Pre-Requisite Information or Familiarity-** Any pre-requisite, familiarity, or assumed experience level must be stated for enrollment screening purposes. Also, it will have to be coordinated in all publicity and registration information. Product specific familiarity must be avoided to allow participation of all SAWE members. As students enroll, they will be notified of the pre-requisites so they can review documents or update familiarity.
9. **Coordinate Class Schedule With VP-Training-** There are many factors to be considered in scheduling. The primary factor will focus on special facilities. The other factors will depend on location of conferences, scheduling opportunities, instructor travel, and enrollment demand. Keep in mind that with class enrollment maximums, we will need to repeat some of the classes.
10. **Support Publicity Information-** This information will be published both in the conference announcement and in a Training Program portion of the SAWE web site. In addition to information provided in your course detail outline, you will need to provide an instructor's



background sketch. Keep in mind that this information is key to many attendees in that their management reviews it for travel approval. It must sell both the value of the course and the qualification of the instructor. Although many of our instructors will be well known experts within SAWE, approval for attendance will often come from non-mass properties management.

11. Monitor Enrollment- Fundamentally, the minimum enrollment is to ensure course funding and the maximum enrollment is to ensure quality of the learning environment. The VP-Training and Conference Training Liaison will establish a price for the course based on expenses. Instructors must review the budget basis for accuracy, completeness, and updates. The minimum enrollment represents the break even point. If minimum enrollment is not met, the class will be cancelled and considered for re-scheduling. The instructor's maximum enrollment will not be exceeded. There will be a waiting list maintained by the conference registrar in case there are enrollment cancellations. The waiting list will also determine whether there is enough interest to offer an additional class at that conference or repeat it at a future conference. Cancellation policy will support the minimum enrollment and break even objectives within a reasonable period before the course. The period will be established by the Conference Training Liaison and the VP-Training. These stipulations will be noted in the advertising information. The estimated course budget and price will be submitted to the President and the Executive Director for their approval and counseling. Any open issues and significant uncertainties will be noted in detail with projected financial impacts and explanations.
12. Travel Plans- While some instructors may be able to travel using their company funding, others may need the Training Program's support. Instructors must notify the VP-Training of their need for travel support so those expenses can be included in the course cost and budgetary planning. We will try to keep course expenses down by arranging instructor air travel early.
13. Coordinate with Conference Training Liaison- Once a class is scheduled for a conference, the instructor must coordinate physical, logistical, and equipment needs with the Conference Training Liaison. Examples are: Desired Facilities, Ongoing Enrollment Updates, Student Transportation if Needed, Audio Visual Equipment, Computer Support, Etc.
14. Ensure Enrollment- Enrollment is mentioned in several of the procedures and might not be an issue. However, it is a criterion for canceling the course or deciding to schedule an additional time slot. Enrollment must be re-checked at the established cancellation date by the Instructor, VP-Training, and Conference Training Liaison. They will disposition how to proceed.
15. Make Adequate Copies of All Course Materials and Handouts- Traveling instructors may opt to have copies made at the conference location. Make these arrangements with the Conference Training Liaison in a timely manner so that they are ready and waiting for you when you arrive.
16. Travel- Instructors will need to provide their own arrangements for travel and lodging. Each combination of instructor, course, and conference location will present different situations. A policy of fair and equitable reimbursement will apply. For example if an instructor teaches a course at a conference in his home location. Lodging would not be an allowable expense. If the same instructor conducts the same course at a different conference location away from his home, the lodging expense is allowable. Instructors should be thorough in their estimated costs for travel. This helps match budget planning and course pricing.
17. Instruct Class- Arrive early. Check audio-visual equipment. Note location of nearest rest rooms, drinking fountains, and coffee. Schedule breaks if the class is longer than two hours. Start on time and stay on schedule. Teach the class, give the exam, and conduct the student comment survey.
18. Certificates- The VP-Training will provide Certificates of Completion to all Training Program students. A few blank extras will be provided to allow for late enrollment. The certificates will be signed by the Instructor, the VP-Training, the Conference Training Liaison, and the President. They will be issued by the instructor.
19. Review of Student Survey- The intent of this survey is to improve the quality of both the Training Program and the specific course. The instructor will review the student's comments and pass them



along to the VP-Training. Any comments related to issues pertaining to the Conference Training Liaison will be passed along and included in the conference "lessons learned". Specific survey comments will be used to improve the course when repeated. General comments will be used to improve other training courses. A short meeting of the VP-Training, the instructors, and the Conference Training Liaison should be held as a breakout meeting of the Sunday night mixer to conduct this review and discuss lessons learned while the issues are fresh in everyone's mind.

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



NOTES