



"PROMOTING SCHOOL IMPROVEMENT
FOR INTERNATIONAL SCHOOLS
THROUGH ACCREDITATION"

AIAA

Policies & Procedures

American International Accreditation Association of Schools and Colleges

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AIAA POLICIES & PROCEDURES

MAILING ADDRESS, OFFICIAL FILES OF THE ASSOCIATION

The mailing address and location of the official files of the
American International Accreditation Association of Schools and Colleges (AIAA) is:

American International Accreditation Association of Schools and Colleges
315 Madison Avenue, Suite 2000
New York, NY 10017-1754

100 SERIES BOARD OF DIRECTORS

101. DUTIES OF THE BOARD OF DIRECTORS

- a. Develop AIAA's strategic plan.
- b. Approve/disapprove the accreditation of the schools and colleges recommended by the Executive Director.
- c. Interpret the policies and procedures of AIAA.
- d. Organize and attend meetings to carry out the Board's responsibilities.
- e. Meet in a timely manner to consider appeals.
- f. Approve the hiring of all employees as recommended by the Executive Director.
- g. Approve and monitors the budget on a quarterly basis.
- h. Hold officers accountable for implementation of policies and procedures.
- i. Review and approve all contracts and agreements recommended by the Executive Director.
- j. Appoint a treasurer who is responsible for the following:
 - i. Conduct internal audits and financial monitoring of the organization.

- ii. Report to the Board of Directors on financial practices and standing of the organization.
- iii. In coordination with the Chief Financial Officer create a financial plan to monitor and track funds and fees.
- iv. In cooperation with the Executive Director and Chief Financial Officer develop the budget.

102. CODE OF ETHICS FOR BOARD MEMBERS

Each member should subscribe to improve international education, and to that end will:

- a. Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
- b. Endeavor to make policy decisions only after full discussion at Board meetings;
- c. Make all decisions based on available facts and independent judgment and refuse to surrender that judgment to individuals or special interest groups;
- d. Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and schools, staff, and others;
- e. Work with other Board members to establish effective Board policies and to delegate authority for administration to the Executive Director;
- f. Recognize and respect the responsibilities that properly are delegated to the Executive Director;
- g. Stay current about educational issues, by individual study and through participation in programs providing needed information;
- h. Support the employment of those persons best qualified to serve as administration and staff and insist on regular and impartial evaluation of staff;
- i. Avoid being placed in a position of conflict of interest and refrain from using the Board position for personal or partisan gain;
- j. Avoid compromising the Board or administration by inappropriate individual action or comments and respect the confidentiality of information that is privileged under applicable law;

103. BOARD MEETING PROCEDURE

103.1. Agenda

The authority to set the Board agenda lies with the Board Chair in consultation with Board members and the administration. The act of preparing the Board meeting agendas can be delegated to the Executive Director.

Items submitted by Board members to be placed on the agenda must have prior approval of the Board Chair.

103.2. Minutes

Appropriate minutes of all meetings must be kept and must be available for inspection. If an audio recording of a meeting is made and designated as official, the recording constitutes the official record of the meeting. If an official recording is made, a written record of the meeting must also be made and must also include:

- i. Date, time, and place of the meeting;
- ii. Presiding officer;
- iii. Board members recorded as absent or present;
- iv. Summary of discussion on all matters discussed, proposed, deliberated, or decided, and a record of any votes taken;
- v. Detailed statement of all expenditures;
- vi. Purpose of recessing to closed session; and
- vii. Time of adjournment.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. A file of permanent minutes of Board meetings shall be maintained in the office of the Chief Financial Officer, to be made available for inspection upon request.

103.3. Quorum

No business shall be transacted at any meeting of the Board unless a quorum of its members is present. A majority of the full membership of the Board shall constitute a quorum, whether the individuals are present physically or electronically. A majority of the quorum may pass a resolution.

103.4. Electronic Participation

The Board may allow members to participate in meetings by telephone or other electronic means.

104. CONFLICT OF INTEREST

A Board of Director Member may not:

- a. Engage in a substantial financial transaction for the Board member's private business purpose, with a person whom the Board member inspects or supervises in the course of official duties.

- b. Perform an official act directly and substantially affecting, to its economic benefit, a business or other undertaking in which the Board member either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.
- c. Act as an agent or solicitor in the sale or supply of goods or services to the Association.
- d. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when the Board member has more than a ten percent (10%) interest in the corporation.
- e. Be employed in any capacity by AIAA.
- f. Perform an official act directly and substantially affecting a business, economic benefit, or other undertaking to its economic detriment when the officer or employee has a substantial personal interest in a competing firm or undertaking.
- g. Perform an official act directly and substantially affecting to its economic benefit a business or other undertaking in which the officer or employee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.
- h. Appoint to a position of trust any person related to a board member.

105. BOARD APPROVAL OF COMPENSATION

The Executive Director of AIAA is the principal representative of AIAA, and the person responsible for the efficient operation of the Association. Therefore, it is the desire of AIAA to provide a fair yet reasonable and not excessive compensation for the Executive Director (and any other highly compensated employees and consultants).

The annual process for determining compensation is as follows: The Board shall annually evaluate the Executive Director on his/her performance, and ask for his/her input on matters of performance and compensation.

105.1. Board Approval

An appointed Board committee will obtain research and information to make a recommendation to the full Board for the compensation (salary and benefits) of the Executive Director (and other highly compensated employees or consultants) based on a review of comparability data. For example, the appointed Board committee will secure data that documents compensation levels and benefits for similarly qualified individuals in comparable positions at similar organizations.

105.2. Concurrent Documentation

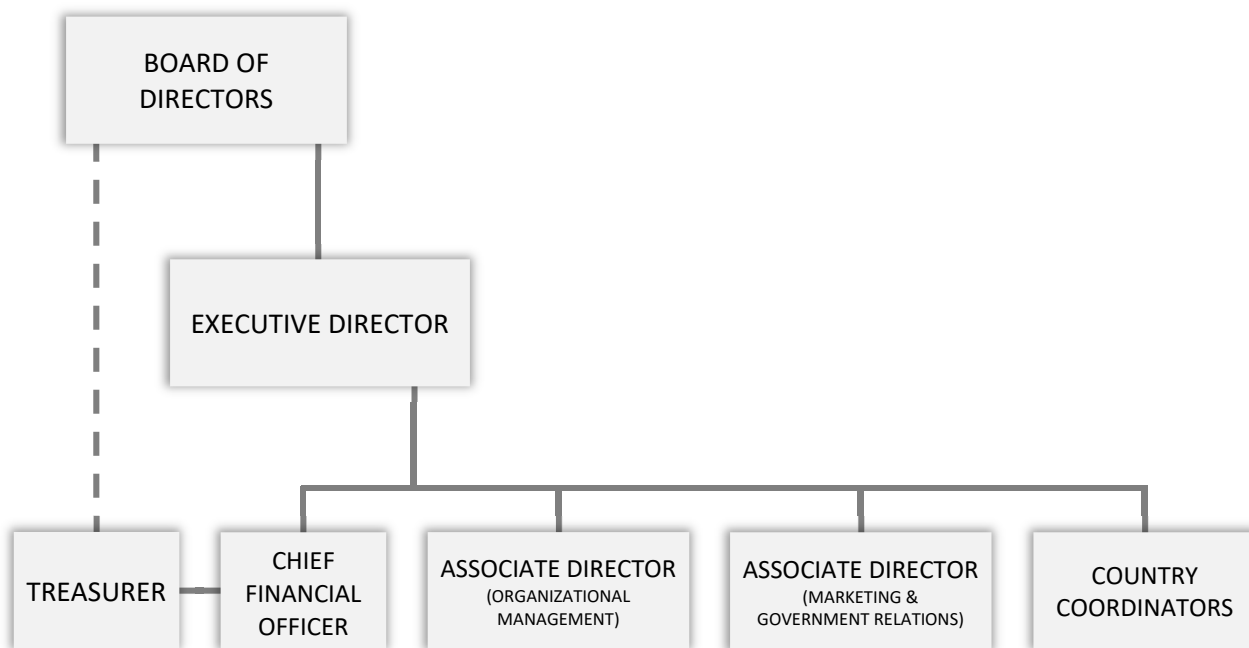
To approve the compensation for the Executive Director (and other highly compensated employees and consultants) the Board must document how it reached its decisions, including the data on which it relied, in minutes of the meeting during which the compensation was approved.

106. LIABILITY INSURANCE

The Association shall maintain sufficient insurance to protect the Board and its individual members against liability arising from actions of the Board or its individual members while each is acting on behalf of the Association and within the trustee's authority.

200 SERIES PERSONNEL

201. ORGANIZATIONAL CHART



The Chief Financial Officer reports to the Executive Director on a day to day basis and reports to the Treasurer on a month to month and annual basis.

202. HIRING

The Board of Directors expect that the Executive Director shall be responsible for recommending new or additional professional positions. A rationale will be provided by the Executive Director in determining staffing needs. This may include filling vacant positions, creating new positions, or requests for additional staffing. The Board reserves the right for final determination as to the number and kind of professional positions deemed necessary for the effective and efficient operations of AIAA.

The hiring process is as follows:

- i. The Executive Director determines that there is a need for hiring for an open position or an additional position in the Association.
- ii. The Executive Director makes a determination of who is the best candidate.
- iii. The Executive Director offers the position to the best candidate pending Board approval.
- iv. The candidate begins the position at the earliest convenient time.

203. EVALUATIONS

Each staff member will be evaluated annually, in order to provide guidance and direction to the staff member in the performance of his/her assignment. Such evaluation will be based on job descriptions, accomplishment of annual goals and performance objectives, and established evaluative criteria.

The Executive Director shall establish procedures for the conduct of these evaluations.

204. EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

The Association will provide equal employment opportunities to all persons regardless of race, creed, religion, color, national origin, genetic information, or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction.

The Association will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the District.

Retaliation against an employee who has filed a discrimination complaint, testified, or participated in any manner in a discrimination investigation or proceeding is prohibited.

205. SEXUAL HARASSMENT, SEXUAL INTIMIDATION AND SEXUAL MISCONDUCT IN THE WORKPLACE

The Association will strive to provide employees a work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications

constituting sexual harassment, or misconduct, as defined and otherwise prohibited by international, state, and federal law.

Sexual harassment, sexual intimidation and sexual misconduct prohibited by this policy includes verbal, electronic, or physical contact or conduct. The terms “intimidating,” “hostile,” “misconduct,” or “offensive” include but are not limited to conduct that has the effect of deprivation of rights, humiliation, embarrassment, or discomfort. Examples of sexual harassment, sexual intimidation, and sexual misconduct include but are not limited to unwelcome or forceful physical touching, crude jokes or pictures, discussions of sexual experiences, pressure or requests for sexual activity or favors, intimidation by words, actions, insults, or name calling, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. The Association will evaluate sexual harassment, sexual intimidation, and sexual misconduct in light of all circumstances.

A violation of this policy may result in disciplinary action, up to and including termination of employment. The Association is authorized to report any violation of this policy to law enforcement that is suspected to be a violation of state or federal criminal laws.

Any person who knowingly makes false accusation regarding sexual harassment intimidation or misconduct will likewise be subject to disciplinary action, up to and including termination of employment.

206. BULLYING, HARASSMENT & INTIMIDATION

The Association will strive to provide a positive and productive working environment. Bullying, harassment, or intimidation between employees are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).

“Harassment, intimidation, or bullying” means any act that substantially interferes with an employee’s opportunities or work performance, anywhere such conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with the Association’s purposes and that has the effect of:

- i. Physically harming an employee or damaging an employee’s property;
- ii. Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee’s property; or
- iii. Creating a hostile working environment.

“Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

106.1. Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee who has knowledge of conduct in violation of this policy or feels he/she has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the AIAA Administration, who have overall responsibility for such investigations.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

106.2. Consequences

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including termination of employment. Individuals may also be referred to law enforcement officials.

106.3. Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

207. WHISTLE BLOWING AND RETALIATION

When AIAA employees know or have reasonable cause to believe that serious instances of wrongful conduct (e.g., mismanagement of Association resources, violations of law and/or abuse of authority) have occurred, they should report such wrongful conduct to the Executive Director or Board Chair.

For purposes of this policy, the term “wrongful conduct” shall be defined to include:

- i. Theft of Association money, property, or resources;
- ii. Misuse of authority for personal gain or other non-Association purpose;
- iii. Fraud;
- iv. Violations of applicable international, federal and state laws and regulations; and/or
- v. Serious violations of Association policy, regulation, and/or procedure.

The Board of Directors will not tolerate any form of reprisal, retaliation or discrimination against:

- i. Any employee, or applicant for employment, because he/she opposed any practice that he/she reasonably believed to be made unlawful by federal or state laws prohibiting employment discrimination on the basis of sex, sexual orientation, race, color, national origin, age, religion, height, weight, marital status, handicap or disability.
- ii. Any employee, or applicant for employment, because he/she filed a charge, testified, assisted or participated, in any manner, in an investigation, proceeding or hearing under federal or state laws prohibiting employment discrimination on the basis of sex, sexual orientation, race, color, national origin, age, religion, height, weight, marital status, handicap or disability or because he/she reported a suspected violation of such laws according to this policy; or,
- iii. Any employee or applicant because he/she reported, or was about to report, a suspected violation of any international, federal, state or local law or regulation to a public body (unless the employee knew that the report was false) or because he/she was requested by a public body to

participate in an investigation, hearing or inquiry held by that public body or a court.

An employee or applicant for employment who believes that he/she has suffered reprisal, retaliation or discrimination in violation of this policy shall report the incident(s) to the Executive Director or his/her designee. The Board of Directors guarantees that no employee or applicant for employment who makes such a report will suffer any form of reprisal, retaliation or discrimination for making the report. Individuals are forbidden from preventing or interfering with whistle blowers who make good faith disclosures of misconduct.

The Board or its agents will not discharge, discipline or otherwise penalize any employee because the employee or someone acting on the employee's behalf, reports, verbally or in writing, a violation or suspected violation of any federal, state or federal law or regulation or regulation to a public body, or because an employee is requested by a public body to participate in an investigation, hearing or inquiry held by that public body, or a court action. Further, the Board or its agents will not discharge, discipline or otherwise penalize any employee because the employee, or a person acting on his/her behalf, reports, verbally or in writing, to a public body, as defined in the statutes, concerning unethical practices, mismanagement or abuse of authority by the employer. This section does not apply when an employee knowingly makes a false report.

The Association will exercise reasonable efforts to:

- i. Investigate any complaints of retaliation or interference made by whistle blowers;
- ii. Take immediate steps to stop any alleged retaliation; and
- iii. Discipline any person associated with the Association found to have retaliated against or interfered with a whistle blower.

The Board of Directors considers violations of this policy to be a major offense that will result in disciplinary action, up to and including termination, against the offender, regardless of the offender's position within the Association.

208. PERSONAL CONDUCT AND CONFIDENTIALITY

AIAA employees will abide by all Association policies, state and federal laws in the course of their employment. Where applicable, employees will abide by and honor the professional educator code of conduct.

All employees are expected to maintain high standards of honesty, integrity, professionalism, decorum, and impartiality in the conduct of the Association business.

In accordance with law, an employee shall not dispense or utilize any information gained from employment with the Association, accept gifts or benefits, or participate in business enterprises or employment that creates a conflict of interest with the faithful and impartial discharge of the employee's Association duties. An Association employee, before acting in a manner which might impinge on any fiduciary duty, may disclose the nature of the private interest which would create a conflict. Care should be taken to avoid using or avoid the appearance of using official positions and confidential information for personal advantage or gain.

Further, employees are expected to hold confidential all information deemed not to be for public consumption as determined by law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information. Discretion should be used even within the Association's own network of communication and confidential information should only be communicated on a need to know basis.

300 SERIES SCHOOLS

301. CRITERIA TO BE USED IN GRANTING ACCREDITATION TO SCHOOLS AND COLLEGES

The Board of Directors shall consider the following items in the accreditation visit report to determine accreditation status:

- a. Commendations
- b. Recommendations
- c. Required actions for full accreditation

302. LEVELS OF ACCREDITATION

302.1 Candidacy for Accreditation

The candidacy for accreditation visit is for new schools or schools existing in a country that requires linkage with an accreditation association in order to receive governmental approval. Candidacy for accreditation is not accreditation. After the school has been in operation for at least one year it should host a successful provisional accreditation visit to obtain accreditation status. Steps for candidacy status include:

- i. Complete the application for AIAA membership and submit it accompanied by application fee and annual membership fee.
- ii. Host a candidacy for accreditation visit.
- iii. Demonstrate knowledge of the main components of the standards, how they are currently in compliance with the standards, and how they have developed a process to meet the standards.
- iv. Pay the visit fee.

Following a successful candidacy visit, Candidacy for Accreditation is valid for up to one year.

Upon recommendation of the Executive Director the length of terms of candidacy can be adjusted.

302.2 Provisional Accreditation

Provisional accreditation is the beginning of the formal AIAA accreditation process. Upon successfully completing the provisional accreditation visit, a school will be accredited for one year as it prepares for the full accreditation visit. Steps for provisional accreditation include:

- i. Complete the application for AIAA membership and submit it, accompanied by application fee and annual membership fee.
- ii. Host a provisional accreditation visit.
- iii. Demonstrate that the school is substantially meeting the five AIAA Standards for Accreditation.
- iv. Pay the visit fee.

Following a successful provisional visit, Provisional Accreditation status is valid for up to one year.

Upon recommendation of the Executive Director the length of terms of provisional accreditation can be adjusted.

302.3 Full Accreditation

Full accreditation is the culmination of the formal AIAA accreditation process. Upon successfully completing the full accreditation visit, a school will be accredited for up to five years. Steps for full accreditation include:

- i. Conduct a self-assessment and turn in completed self-assessment to the accreditation team leader four weeks prior to the scheduled full accreditation visit.
- ii. Host a full accreditation visit to demonstrate that the school is meeting the five AIAA Standards for Accreditation.
- iii. Review the Visiting Team Accreditation Report after the visit. The report will contain the accreditation team's ratings for each indicator, as well as commendations, recommendations, and required actions for select indicators.
- iv. Update the school improvement plan based on the Visiting Team Accreditation Report. Indicators with the lowest ratings should become the areas of focus and priorities for the school improvement plan. Any required actions must be immediately added to the school improvement plan and completed by the dates as indicated in the report.
- v. Pay the visit fee.

Following a successful full accreditation visit, Full Accreditation can be granted for up to five years. Upon recommendation of the visiting team and approval by the Board of Directors, a term of less than five years can be assigned.

302.4 Maintaining Full Accreditation

Submit to AIAA Administration documentation on progress towards meeting the required actions listed in the Visiting Team Accreditation Report, based on the timeline(s) in the full accreditation report.

- i. Host a full accreditation visit that demonstrates full compliance with all the requirements for full accreditation.

303. REQUIRED ACTIONS

A required action is a written explanation for items that must be completed for continued accreditation. Required actions are regularly reviewed and followed-up on by AIAA administration. Follow-up includes these steps:

- a. Notify schools fourteen days after receiving the accreditation report of the AIAA required action procedures.
- b. Follow up and assist schools on required actions within the assigned time frame.
- c. Approve and notify schools when required actions are met.
- d. Determine if schools with multiple or serious required actions will be required to host another site visit.
- e. Contact schools that have not submitted evidence of meeting the required actions by the assigned due date(s). Notify the schools of the possibility of hosting a required site visit or loss of accreditation.

304. LOSS OF ACCREDITATION

A school or college accredited by AIAA can automatically lose accreditation if one of the following occurs:

- a. Substantial evidence has been found that the school has violated one or more of the accreditation standards;
- b. Suspension of approval by the country in which the school is located;
- c. The school closes; (if the school reopens, it must re-apply for provisional accreditation)
- d. The school has not paid the annual fees by June 30 of the current academic year.
- e. Substantial evidence has been found that the school or school representative misrepresents any information regarding the school or AIAA.

305. WARNED STATUS

A school or college can be classified as “warned” if any of the following should occur and the notice has not been given to AIAA:

- a. A change in ownership of the school or college;
- b. The school or college has misrepresented its accreditation status;
- c. The school or college has moved to a different location;
- d. A significant change in the school’s finances has occurred that could affect the school’s ability to provide the program for which it was accredited;
- e. The school is involved in any litigation that could potentially have an impact on the educational program.

The warned status will be removed upon the school’s satisfactory completion of the item(s) which placed the school on warned status. Satisfactory completion will be determined by AIAA administration.

306. APPEALS

Should a school or college choose to appeal its assigned accreditation status, it must put the appeal in writing, signed by the principal/owner and be sent to the Executive Director. The standard relating to the appeal should be cited and the specific disagreement explained. If it is necessary for the Board of Directors to meet to consider the appeal, it must do so in a timely manner. The costs of the appeal shall be the responsibility of the school or college appealing the decision.

307. COMPLAINTS

Any stakeholder (staff, student, parent, etc.) of a school or college can initiate a complaint by submitting a signed letter to the Executive Director. Complaints must be accompanied by the name and address of the person(s) registering the complaint. The signed letter shall be accompanied by all correspondence between the complainant and the school regarding the complaint. The complainant must have used the school’s complaint procedure prior to submission of the complaint to AIAA. Unless the complaint alleges a violation of a governmental law or accreditation standard, the complaint process outlined by the school or college shall be determined as final. The Executive Director, will determine the process for responding to a specific complaint. The process may include:

- a. Notification to the school or college;
- b. Request for a written response from the school or college;
- c. Site visit to the school or college; and/or
- d. Any other investigation deemed warranted by Executive Director.

308. STAMPING OF DIPLOMAS / TRANSCRIPTS

In the instance that a country or governmental body requires student transcripts and/or diplomas to be stamped by AIAA, the school will be charged for the cost of the stamping including postage, processing fee and any other fees required for stamping.

Special attention will be given to the information outlined on the AIAA website regarding Grade Inflation.

308.1 Requirements

Stamped Transcripts must include as a minimum, the following:

- i. Name and address of the school.
- ii. Full name of student, address, and date of birth.
- iii. Date of enrollment and date of withdrawal or graduation.
- iv. The origin of any credits transferred into the school.
- v. All final semester grades earned each semester at each grade level.
- vi. Cumulative grade point average.
- vii. Scores of external exams student has taken.
- viii. Signature and stamp of the school official certifying the transcript accuracy.

309. TRANSFER OF ACCREDITATION

Any applicant school or college that is already accredited by one of the six regional accrediting bodies in the United States or by another accrediting body approved by the Board of Directors, shall be allowed to transfer the currently held accreditation status with that body and receive reciprocity for that accreditation status. The duration of accreditation remaining from the transferred accrediting body will be accepted. The school or college must submit an application and a copy of the last visit report from the other accrediting body, along with the \$200 Transfer of Accreditation fee. If AIAA determines that a site visit should occur, the school or college will be responsible to host and pay for that visit. Upon review and approval, the school or college shall thereafter follow the policies and procedures of AIAA.

310. RECIPROCITY AND ISSUANCE OF CREDITS

Each school or college shall abide by the following and shall adopt policies and procedures for the acceptance of credits:

- a. Member schools or colleges are required to accept credits from any school or college accredited by another AIAA accredited school or college

- b. Member schools or colleges are required to accept credits from any schools accredited by any regional recognized accreditation association located in the United States.
- c. Credits must also be accepted from any other accrediting agencies approved by the Board of Directors.

400 SERIES FINANCES

401. BUDGET AND PROGRAM PLANNING

The annual budget is evidence of the Board's commitment to the objectives of the Association. The budget supports immediate and long-range goals and established priorities.

Before presentation of a proposed budget for adoption, the Executive Director, Treasurer, and Chief Financial Officer will prepare, for the Board's consideration, recommendations (with supporting documentation) designed to meet the needs of schools and AIAA activities, within the limits of anticipated revenues.

The fiscal year is from July 1 to June 30 and at the annual July Board of Directors' meeting the Board considers the adoption of the budget for the subsequent fiscal year.

402. FEES

Schools can pay fees through credit card or bank transfer. Schools that will be visited by AIAA must pay one month in advance of the visit. (All fees are payable in U.S. dollars)

Type		Amount
1	Application Fee	\$ 350. ⁰⁰
2	Annual Membership Fee	\$ 2,500. ⁰⁰
3	Transfer of Accreditation Fee	\$ 200. ⁰⁰
4	Candidacy Visit Fee	\$ 3,000. ⁰⁰
5	Provisional Accreditation Visit Fee	\$ 3,000. ⁰⁰
6	Full Accreditation Visit Fee	\$ 6,000. ⁰⁰
7	Stamping of one diploma and one transcript, per student	\$ 150. ⁰⁰ (TOTAL)
8	Stamping each additional document per student	\$ 75. ⁰⁰
9	Stamping documents from one school to another	\$ 50. ⁰⁰

In addition:

- a. A school will not receive AIAA services (visit report, stamping of documents, etc.) until fees are paid.
- b. Fees may be changed at the discretion of the Executive Director.
- c. A late fee penalty can be applied for annual fees if the school does not pay by November 30. After that time a late fee of \$25 per month will be applied.

403. SATELLITE BANK ACCOUNTS

Under the direction of the Treasurer of the Board and the Chief Financial Officer a bank account may be established in the countries AIAA operates to provide schools ease of payment. Funds in each satellite bank account will be transferred at least annually to the New York AIAA bank account. Generally accepted accounting procedures will be followed in each country. Internationally accepted regulatory and compliance rules will be followed.

All purchases and expenditures are first approved by the Executive Director.

404. FINANCIAL REPORTING AND AUDITS

The Board of Directors direct that financial reports of all Association funds be prepared in compliance with statutory provisions and generally accepted accounting and financial reporting standards. In addition to reports required for international, local, state, and federal agencies, financial reports will be prepared monthly and annually and presented to the Board. Financial reports shall reflect financial activity and status of Association funds.

Appropriate interim financial statements and reports of financial position, operating results, and other pertinent information will be prepared to facilitate management and control of financial operations.

The Board of Directors direct that Association audits be conducted in accordance with New York state law. Each audit shall be a comprehensive audit of the affairs of the Association and Association funds. The audits shall comply with all statutory provisions and generally accepted governmental auditing standards. Each audit may be made every two (2) years and cover the immediately preceding two (2) fiscal years, or it may be conducted annually.

405. BUDGET IMPLEMENTATION AND EXECUTION

Once adopted by the Board of Directors, the operating budget shall be administered by the Executive Director/designees. All actions of the Executive Director/designees in executing programs and/or activities delineated in that budget are authorized according to these provisions:

- a. Expenditure of funds for employment and assignment of staff shall meet international and U.S. legal and adopted Board policies.
- b. A listing of warrants describing goods and/or services for which payment has been made must be presented for the Board of Directors' ratification each Board meeting.

- c. The Chief Financial Officer will send a monthly report to the Executive Director, Treasurer, and Board Chair a current financial summary.
- d. Purchases will be made according to the legal requirements of the United States, international law, and adopted Board policy.

406. TRAVEL & STIPENDS

AIAA administration will receive \$50 per diem for all travel.

Workshop presenters will receive a stipend of \$500 for each six-hour workshop.

Team Leaders will receive a stipend of \$500 for each Full Accreditation Visit they lead.

407. TECHNOLOGY

AIAA administration will be issued an AIAA cell phone, laptop, and appropriate software based on AIAA's Technology Plan. These devices are for AIAA business use and for ease of communication among employees and customers in the office and while traveling.

408. CREDIT CARDS

AIAA issued credit cards will be issued to AIAA administrators to pay for actual and necessary expenses incurred in the performance of work-related duties. A list of those individuals that will be issued a credit card will be maintained in the business office.

The Association shall establish a credit line not to exceed \$30,000. Credit cards can only be used for legitimate Association business expenditures. Users must take proper care of Association credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the Chief Financial Officer and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel, and/or other actual and necessary expenses which have been incurred in connection with Association-related business for which the credit card has been used.

The Chief Financial Officer shall monitor the use of each credit card every month and report any serious problems and/or discrepancies directly to the Executive Director.

409. PETTY CASH

Each official of AIAA may have a petty cash fund account for certain designated expenses. Moneys not specifically designated as petty cash will not be commingled with the petty cash fund. At the conclusion of each school year, all petty cash funds must be closed out and the petty cash vouchers and cash on hand returned to the Chief Financial Officer for processing.

410. PAYROLL PROCEDURES/SCHEDULES

The Association will establish one (1) or more days in each month as fixed paydays for payment of wages. Employees may choose to have their wages paid in full upon the last pay date following completion of their assignments or may annualize their pay. Employees who choose to receive payment of wages beyond the period in which the wages were earned (deferred payment) will be subject to Internal Revenue Service (IRS) penalties, unless they provide a written election of such deferral prior to August 1 of the year of deferral. Forms for such deferral shall be made available. Any change to the election must be made prior to the first (1st) duty day of the fiscal year of the deferment.

When an Association employee quits, is laid off, or is discharged, wages owed will be paid on the next regular payday for the pay period in which the employee left employment or within fifteen (15) days, whichever occurs first.

411. GIFT ACCEPTANCE

Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for AIAA. Examples of gifts which will be subject to review include gifts of real property, gifts of substantial personal property, and gifts of securities. Gifts will not be accepted based on the following:

- a. Any gifts that violate international, federal, state, or local law, or statute.
- b. Any gifts that contain unreasonable conditions or partial interest in property.
- c. Any gifts that are made with conditions that state the proceeds will be spent by AIAA for the personal benefit of a named individual.
- d. Any gifts that could expose AIAA to liability.

Often schools following a visit like to give team members a small token of appreciation in a form of a gift. Any item that may be over \$100 in value shall be reported to the Executive Director. The Executive Director, at that point, will determine if the visiting team member shall retain the gift or if the gift shall become the property of AIAA. Any gift valuing more than \$500 in value shall become the property of AIAA.

412. GIFT GIVING

Certain types of gifts must be reviewed prior to giving due to the special liabilities they may pose for AIAA. Examples of gifts which will be subject to review include gifts of real property, gifts of substantial personal property, and gifts of securities. Gifts will not be given based on the following:

- a. Any gifts that violate international, federal, state, or local law, or statute.
- b. Any gifts that contain unreasonable conditions or partial interest in property.
- c. Any gifts that could expose AIAA to liability.

Any item that is given over \$100 in value shall be reported and approved by the Executive Director.

413. REIMBURSEMENTS

AIAA personnel, officials, and volunteers who incur expenses in carrying out their authorized duties shall be reimbursed by the Association upon submission of a properly filled out and approved voucher and such supporting receipts as required by the administration. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

Anyone who makes a trip where expenses are to be reimbursed by the Association must have the approval of the Executive Director prior to making the trip in order to be reimbursed.

414. INDEPENDENT INVESTMENT ACCOUNTS

The Board may establish independent investment accounts separate and apart from the general AIAA bank account. The Board may transfer cash into an independent investment account from any budgeted or non-budgeted funds. A separate account shall be established for each fund from which transfers are made.

415. OPERATING RESERVE

The target minimum operating reserve fund for the organization is three (3) months of average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses such as salaries and benefits, occupancy, office, travel, program, and ongoing professional services.

The amount of the operating reserve will be calculated each year after approval of the annual budget, reported to the Board of Directors, and included in regular financial reports.

The operating reserve will be funded with surplus unrestricted operating funds. The Board of Directors may from time to time direct that a specific source of revenue be set aside for operating reserves.

To use the operating reserves, the Executive Director will submit a request to the Board of Directors. The request will include the analysis and determination of the use of funds and plans for replenishment. The organization's goal is to replenish the funds used within twelve (12) months to restore the operating reserve fund to the target minimum amount.

416. FORM 990 REVIEW

Form 990 is the Internal Revenue Service (IRS) form entitled Return of Organization Exempt from Income Tax. This federal form must be filed annually by tax exempt organizations.

416.1. Purpose of the Policy

The purpose of this policy is to create a process for preparation and review of the Form 990 and its distribution to all Board members of AIAA whether before or after filing with the Internal Revenue Service. This process will provide the Board members the opportunity to review the Form 990 while also ensuring that annual filing deadlines may be met.

416.2. Procedure for Preparation and Review of Form 990

The Chief Financial Officer is responsible for the timely preparation of the Form 990. The Chief Financial Officer may confer with accountants and legal counsel of the Association with respect to drafts of the Form 990.

Copies of the completed Form 990 (including required schedules) will also be reviewed by the Treasurer and Executive Director.

Any questions or concerns will be noted and addressed, and the Chief Financial Officer shall ensure that any appropriate changes are incorporated into the Form 990, which then shall be signed by the Executive Director.

416.3. Filing of Form 990

The Form 990 shall then be filed with the IRS on a timely basis; provided, if management considers it feasible and appropriate under the circumstances, it may distribute the final version of the Form 990 (with required schedules) to every voting member of the organization's Board of Directors prior to filing with the Internal Revenue Service. The final form may be distributed either in paper or electronic form in any manner deemed appropriate by the Chief Financial Officer.

416.4. Distribution of Form 990 to All Members of Governing Body

A copy of the filed Form 990, if the final version was not circulated prior to filing, shall be circulated to the Board of Directors as promptly as reasonably practical after the filing, and in no case later than its next regular meeting following such filing. For the manner of distribution, see III. above.

500 SERIES OTHER POLICIES

501. DOCUMENT RETENTION AND DESTRUCTION POLICY

501.1. Document Destruction

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the Board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the Board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- i. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Chief Financial Officer;

- ii. All other paper documents will be destroyed after three years;
- iii. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- iv. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified); and
- v. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

501.2. Record Retention

	Type of Document	Minimum Requirement
1	Accounts payable ledgers and schedules	7 years
2	Audit reports	Permanently
3	Bank reconciliations	2 years
4	Bank statements	3 years
5	Checks (for important payments and purchases)	Permanently
6	Contracts, mortgages, notes, and leases (expired)	7 years
7	Contracts (still in effect)	Contract period
8	Correspondence (general)	2 years
9	Correspondence (legal and important matters)	Permanently
10	Correspondence (with customers and vendors)	2 years
11	Deeds, mortgages, and bills of sale	Permanently
12	Depreciation schedules	Permanently
13	Duplicate deposit slips	2 years
14	Employment applications	3 years
15	Expense analyses/expense distribution schedules	7 years
16	Year-end financial statements	Permanently
17	Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
18	Internal audit reports	3 years
19	Inventory records for products, materials, and supplies	3 years
20	Invoices (to customers, from vendors)	7 years
21	Minute books, bylaws, and charter	Permanently
22	Patents and related papers	Permanently

Type of Document		Minimum Requirement
23	Payroll records and summaries	7 years
24	Personnel files (terminated employees)	7 years
25	Retirement and pension records	Permanently
26	Tax returns and worksheets	Permanently
27	Timesheets	7 years
28	Trademark registrations and copyrights	Permanently
29	Withholding tax statements	7 years

502. JOINT VENTURE POLICY

The joint venture policy requires that AIAA evaluate its participation in joint venture arrangements under federal and international tax law and take steps to safeguard the organization's exempt status with respect to those arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to undertake jointly a specific business enterprise, investment or exempt-purpose activity.

502.1. Joint ventures or similar arrangements with taxable entities.

For purposes of this policy, a joint venture ("venture") means any joint ownership or contractual arrangement through which there is an agreement to undertake jointly a specific business enterprise, investment or exempt-purpose activity without regard to: (a) whether the organization controls the venture; (b) the legal structure of the venture; or (c) whether the venture is taxable as a partnership or an association or a corporation for federal income tax purposes. A venture shall be deemed to conform to this policy if it meets both of the following conditions:

- i. 95 percent or more of the venture's income for its tax year ending within the organization's tax year is excluded from unrelated business income taxation described in Internal Revenue Code Sections 512(b)(1)-(5) (including unrelated debt-financed income), and
- ii. The primary purpose of the organization's contribution to or investment or participation in the venture is not the production of income or appreciation of property.

502.2. Safeguards to ensure exempt status protection.

The organization will: (a) negotiate in its transactions and arrangements with other members of the venture such terms and safeguards adequate to ensure that the organization's exempt status is protected; and (b) take steps to safeguard the organization's exempt status with respect to the venture. Some examples of safeguards include:

- i. Control over the venture sufficient to ensure that it furthers the exempt purpose of the organization;
- ii. Requirements that the venture gives priority to exempt purposes over maximizing profits for the other participants;
- iii. The venture is not engaging in activities that would jeopardize the organization's exempt status; and
- iv. Safeguards that all contracts entered into with the taxable entity be on terms that are at arm's length or more favorable to organization.

503. PROPERTY RECORDS

Property and inventory records will be maintained for all land, buildings, and physical property under Association control and will be updated annually.

For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. The Executive Director will ensure inventories of equipment are systematically and accurately recorded and updated annually. Property records of facilities and other fixed assets will be maintained on an ongoing basis. No equipment will be removed for personal or non-Association use except in accordance with Board policy.

Property records will show, appropriate to the item recorded, the following information:

- a. Description and identification
- b. Manufacturer
- c. Date of purchase
- d. Initial cost
- e. Location
- f. Serial number, if available
- g. Model number, if available

Equipment may be identified with a permanent tag providing appropriate Association and equipment identification.

504. PUBLIC REPORTING AND TRANSPARENCY

504.1. Purpose

AIAA believes in transparency and accountability to its constituents and the public by making available information on AIAA's governance structure, governance policies and documents, financial condition as reflected in audited financial statements, and major programs.

This policy implements Internal Revenue Service requirements regarding public disclosure of AIAA's IRS form 1023 exemption application and annual reporting IRS forms.

504.2. Information Available to the Public

AIAA shall post on its website and make available upon request the following information and documents in a timely manner:

Governance Documents, including:

- i. A list of the current officers and directors of AIAA
- ii. Articles of Incorporation
- iii. Bylaws
- iv. Charters of Standing Committees – Executive Committee, Governance and Nominating
- v. Committee, and Finance and Audit Committee
- vi. Code of Ethics
- vii. Conflict of Interest Policy
- viii. Corporate Governance Policy
- ix. Whistleblower Policy
- x. Executive Compensation Policy
- xi. Public Reporting and Transparency Policy

Financial and IRS documents, including:

- i. IRS form 1023 exemption application
- ii. IRS form 990 and 990T
- iii. Audited financial statements

504.3. Delegation of Authority for Website Management

AIAA delegates to the Executive Director the authority to manage the AIAA website in accordance with this policy and with the further objectives of informing AIAA's membership and the public of AIAA's major activities and programs and providing information that supports AIAA's mission.

505. INFORMATION SECURITY POLICY

505.1. Scope

This policy covers paper-based and electronic data defined to include, but not be limited to, all information maintained, processed, or distributed by the Association computer systems that contain data defined by law or classified as sensitive information. This policy also applies to all persons, and organizations that have access to AIAA data.

All users are expected to respect the confidentiality and privacy of individuals whose records they access. Users are responsible for maintaining the confidentiality of data they access or use and the consequences of any breach of confidentiality.

Handling Sensitive Information

The unauthorized addition, modification, deletion, or disclosure of sensitive information included in AIAA data files is expressly forbidden.

505.2. Access Control

Access to AIAA data will be restricted to those users that have a legitimate business need and appropriate approvals for access to such information. Users must ensure that sensitive information is secured from unauthorized access and are responsible for safeguarding this information and related computing systems at all times through the use of strong passwords.

505.3. Physical Security

The physical security of computing resources will be accomplished utilizing current industry standards and appropriate technology and plans.

505.4. Data Security

Users will ensure sensitive information is secure and the integrity of records is safeguarded in storage and transmission. Users who handle sensitive information are responsible for the proper handling of this data while under their control.

505.5. Backup and Recovery

AIAA Administration will backup essential AIAA data consistent with industry standards and store such data at a secure commercial site

505.6. Security Incident Response and Handling

All suspected or actual security breaches of AIAA systems will be reported immediately to the AIAA Administration who will consult with technology specialists to assess the level of threat and/or liability posed to AIAA or affected individuals and respond appropriately to deal with each situation.

505.7. Software

Only properly licensed software may be installed on AIAA computer systems.

APPENDIX

600. DUTIES OF THE EXECUTIVE DIRECTOR

- a. Manage the accreditation process for all schools and colleges.
- b. Communicate to schools and colleges visit requirements, report due dates, fees, and any other requirements for accreditation.
- c. Prepare reports for presentation to the Board of Directors.
- d. Send accreditation reports to member schools and colleges with comments, recommendations, and required actions necessary to achieve accreditation by AIAA.
- e. Ensure that all visiting team members and team chairs are appointed and trained to conduct the accreditation visits.
- f. Manage the process of updating and revising accreditation standards.
- g. In coordination with the Associate Director, maintain and oversee the budget and financial accounting processes at the direction of the Treasurer of the Board assisted by Chief Financial Officer.
- h. Responsible to the Secretary of the Board for the logistics for all Board of Directors' meetings.
- i. Provide materials and resources to prospective schools and colleges.
- j. Coordinate work of all AIAA personnel.

601. DUTIES OF ASSOCIATE DIRECTOR (ORGANIZATIONAL MANAGEMENT)

- a. In coordination with AIAA administration, as requested, to manage the accreditation process for all schools and colleges.
- b. In coordination with AIAA administration maintain current contact information for member schools and colleges.
- c. In coordination with AIAA administration, recruit and train team members for accreditation visits.

- d. In coordination with the Executive Director, manage the technology plan with the assistance of the Chief Executive Officer.
- e. In coordination with the Executive Director, review, update and monitor all AIAA documents for accuracy and consistency.
- f. In coordination with the Executive Director, review and provide feedback for visit reports.
- g. In coordination with the Executive Director, maintain and oversee the budget and financial accounting processes at the direction of the Treasurer of the Board assisted by Chief Financial Officer.
- h. In coordination with the Country Coordinators, supervise the follow up with all schools on required actions from accreditation visits.

602. DUTIES OF ASSOCIATE DIRECTOR

(MARKETING AND GOVERNMENTAL RELATIONS)

- a. In coordination with AIAA administration, as requested, to manage the accreditation process for all schools and colleges.
- b. In coordination with AIAA administration maintain current contact information for member schools and colleges.
- c. In coordination with AIAA administration, recruit and train team members for accreditation visits.
- d. In coordination with the Executive Director and Country Coordinators, develop and manage a marketing plan for recruitment of schools and colleges worldwide seeking accreditation with AIAA.
- e. In coordination with the Executive Director, ensure that AIAA maintains accurate information regarding legal requirements for all countries where AIAA schools and colleges are located.
- f. In coordination with the Executive Director, develop and maintain relationships with governmental officials in all countries.
- g. In coordination with the Country Coordinators, supervise the follow up with all schools on required actions from accreditation visits.

603. DUTIES OF CHIEF FINANCIAL OFFICER

- a. Serve as chief financial officer of AIAA.
- b. Create and implement a financial plan to monitor and track funds and fees in cooperation with the Associate Director (Organizational Management).
- c. Establish a bank in each country, where possible, for the ease of transferring funds to the primary AIAA bank account in New York.

- d. Collect application fees, annual fees, visit fees, and stamping fees in cooperation with Executive Director and Country Coordinators.
- e. Generate timely financial statements and other financial reports upon request.
- f. Send to the AIAA Administration, Treasurer, and Board Chair a monthly report of the current financial summary.
- g. Manage fiscal responsibilities, in consultation with AIAA Administration.
- h. Develop the budget in cooperation with the Associate Director (Organizational Management) and Treasurer of the Board.
- i. Maintain procedures necessary for budgetary controls.
- j. Maintain procedures for purchasing.
- k. Establish and maintain appropriate company safeguards such as workers' compensation, travel insurance, legal representation, and other items assigned under the supervision of AIAA Administration.
- l. Assist the Associate Director (Organizational Management) in developing and overseeing the implementation of the AIAA Technology Plan.
- m. Assist the AIAA Administration in managing the AIAA database program.
- n. Maintain current contact information for member schools and colleges in cooperation with AIAA Administration and Country Coordinators.
- o. Process payroll data for all employees and prepares payroll for distribution.
- p. Conduct audits of country offices, country bank transactions, etc.
- q. Process all quarterly and yearly payroll reports.
- r. Act as an advisor to the Executive Director on all questions relating to the business and financial affairs of AIAA.
- s. Maintain accurate minutes of meetings of the Board of Directors.
- t. Maintain a regular filing system, as well as a set of locked confidential files, and maintain incoming and outgoing correspondence.
- u. Act as custodian of all records and historical documents of AIAA, including but not limited to personnel files, financial records, property records, minutes, etc.
- v. Draw and countersign all warrants for expenditures.
- w. Prepare for fiscal audits.
- x. Maintain an inventory of all AIAA assets.
- y. Organize travel arrangements for all visiting accreditation team members, including airline tickets, schedules, visas, etc.

604. DUTIES OF COUNTRY COORDINATORS

- a. Coordinate with AIAA administration to maintain relationships with governmental officials.
- b. In coordination with the Chief Financial Officer maintain a financial accounting of all fees, costs, transfers, etc.
- c. Assist in establishing a bank account in the country, where possible, for the ease of transferring funds to the AIAA bank account in New York.
- d. Assist the Chief Financial Officer in collection of all fees.
- e. Coordinate with AIAA administration on following up with schools with their Required Actions from the school's Full Accreditation Visit.
- f. Coordinate with AIAA administration to ensure accurate information regarding legal requirements for all countries is maintained.
- g. Coordinate with AIAA administration to maintain current contact information for member schools and colleges.
- h. In coordination with AIAA administration, advertise and recruit schools and colleges for AIAA membership including the process of application and maintenance of membership and payment of all fees.
- i. In coordination with AIAA administration to market AIAA and gather marketing data.
- j. Make logistical arrangements for visits, as requested by AIAA administration.
- k. Coordinate a workshop each time AIAA is conducting visits in the country. Workshop expectations include:
 - i. Advertise to all AIAA schools, governmental officials, newspaper agencies, non-AIAA schools, etc.
 - ii. Recruit sponsors for workshops.
 - iii. Make available AIAA promotional materials to be distributed at the workshops.
- l. Coordinate with AIAA administration the process of stamping transcripts and diplomas when requested and provide adequate accounting to the Chief Financial Officer to ensure transfer of fees to AIAA.
- m. Report to AIAA administration any possible violations of AIAA policies or procedures by member schools or colleges.
- n. Identify high caliber educators at AIAA member schools, and establish a list of potential educators for nomination as accreditation team members.
- o. Work with schools to help them prepare for accreditation visits.

- p. Schools preparing for a Provisional Accreditation Visit, make contact three months and again two weeks before the visit takes place to ensure they are prepared for the visit.
- q. Schools preparing for a Full Accreditation Visit, make contact sixth months and again three months before the visit takes place to ensure they are prepared for the visit.