AIME OPERATING PRACTICES

Corporate Charter and Bylaws

The Corporate Charter and Bylaws are incorporated into this document by reference.

Mission/Operating Priorities

AIME’s central Mission is to support its Member Societies. We fulfill this mission through the following Operating Priorities:

- Exercising fiscal responsibility
- Distributing funds
- Facilitating interaction with the relevant scientific and engineering community
- Honoring the legacy and traditions of AIME.

Vision

Our vision is to honor our legacy as a valued partner with our Member Societies.

Values

1. Service to Stakeholders – We listen carefully, communicate openly and partner enthusiastically with Member Societies and the larger engineering community supporting the needs of every stakeholder in a timely and professional manner.
2. Productivity – We plan carefully, prioritize and focus resources on quantifiable value added. We scrutinize opportunities before engaging and assess outcomes in order to improve results.
3. Stewardship – We manage our investments and opportunities responsibly and are diligent stewards of all resources in order to realize the mission of AIME.
4. Team Relationships – We trust, appreciate and collaborate with each other as ‘one team’ to ensure organizational success. We respect our differences and communicate openly and honestly to bring out the very best in AIME and our Member Societies.
5. Tradition and Image – We preserve and enrich the history and traditions of AIME. We earn high regard as an indispensable partner to our Member Societies.
6. Innovation – We are forward-thinking and always looking for ways to better serve our Member Societies.

Investment Policy

The endowment funds of AIME are managed by a firm selected by the Trustees to maximize our total return while maintaining an acceptable risk level. Our endowment investments are targeted at +/-50-70% equity with a goal of achieving a 5% inflation-adjusted return over the long term. Monthly statements are reviewed by AIME staff and available to the AIME Investment Committee. The AIME INVESTMENT POLICIES AND PLAN is incorporated into this document by reference.

After consulting with counsel, the Board of Trustees has interpreted the New York and Colorado Uniform Prudent Management of Institutional Funds Act (UPMIFA) as not requiring AIME to maintain the purchasing power of its donor-restricted endowment funds, if any, but only to preserve the donor-restricted endowment absent explicit donor stipulations to the contrary. As a result of this interpretation, AIME classifies as permanently restricted net assets (1) the original value of gifts donated to the permanent endowment and (2) the face value of subsequent gifts to the endowment on the date of gift.

Operating Budget and Signatory Authority

AIME plans its operations in order to operate on a balanced budget and ensure operating expenses are less than or equal to its cash (realized) operating income. In any year AIME has a positive return, distributions will be made as
follows: 50% to Member Society-Direct and 50% to the AIME portfolio (20% into a dedicated common interest grant fund). Detailed information on these distributions is in a separate section below.

In addition, the expenditures from each separate endowment fund will be budgeted at not more than 5% of the 3-year rolling average year-end balance. Whenever cumulative expenditures from any fund are less than the cumulative 5% spending limit, excess may be considered in addition to any future year’s limit.

The AIME fiscal year is the calendar year. The budget for the upcoming year will be presented no later than the fall meeting for approval. Approved spending amounts for the calendar year (AIME’s fiscal year) will be communicated to Member Society awards and finance staff once they have been approved by the AIME Board (typically December for the upcoming year). Board approval will be sought for material ($5000+) changes between account codes.

Signatories on AIME accounts require approval of two of the following: staff officers and/or Board officers. Once signatory has been approved, AIME staff will information required by the financial institutions and/or investment firm for new officers to complete.

Third party and external same name distributions over $25,000 from the investment account, require approval of two signatories. Contracts over $25,000 require full Board review and approval prior to AIME President and/or AIME Executive Director signing. Items to be considered prior to Board approval of these contractual commitments include a clear understanding of the rationale for needing the contract, as well any cancellation provisions to ensure that the commitments are reasonable and well understood by the Board of Trustees.

For situations wherein the AIME Board of Trustees may look to one of the Member Societies for assistance in negotiating and executing a contract, appropriate documentation shall be prepared that clearly defines expectations and the extent of liability between AIME and that Member Society(ies).

**Board Review of Finances**

Although the full Board will receive investment reports prior to each Board meeting, the Treasurer reviews AIME’s finances on behalf of the Board. An AIME Board member shall be appointed no later than the annual Board meeting to act as Treasurer for the upcoming year and review investments with advisor and Investment Committee and financial reports with Staff on at least a quarterly basis. Staff is the main point of contact for the investment advisor, consulting with the Treasurer on suggested actions/changes on behalf of the Investment Committee between meetings. To orient the incoming Treasurer, staff will forward roles/responsibilities in Appendix A and detailed processes/procedures as well as schedule a call with the current Treasurer and copy the incoming one on applicable correspondence beginning 3 months prior to the term start.

The full Board will review and approve the annual budget for the upcoming year no later than the fall meeting of the prior year. The Treasurer shall assist Staff in preparing the annual budget no later than the summer meeting as a draft for the upcoming year. In working to that budget during the year, Staff will provide notification to the Treasurer of necessary transfers throughout the year from the investment account to the operating account, including the current operating account balance and anticipated upcoming expenditures requiring the transfer. Treasurer and staff will work with investment advisor to determine best approach to raising necessary cash. Staff will get monthly approval by the Treasurer of account reconciliations and other transactions per the detailed AIME Bookkeeping Process. The full Board will only be involved in these day-to-day operations on an exception basis, as the Executive Director and Treasurer may deem appropriate.

The standing Audit Committee will review financials and auditor reports annually with the auditors and the Board will accept these reports upon recommendation from the Audit Committee before their publication in the annual report. The Audit Committee will also review the 990 tax return before its filing and provide a copy to the Board.

**Formula for Allocation of Staff Time**

In preparation of the audited financials, for the functional expense breakout, staff time shall be allocated as 60% program services (strategic initiatives 30%, endowments 20%, grants 10%) and 40% general and administrative.
Board meeting expenses shall be allocated as 25% program services (e.g. speakers, industry tours, educational programming) and 75% general and administrative.

**Travel Expenses**

In order to operate within its budget, officers, other trustees, and staff will use all reasonable means to minimize expenses for travel, etc. for which they require reimbursement. The Trustees and/or ED may need to travel in order to represent AIME at UEF, Founder Society, and Member Society meetings, as well as other functions. A calendar of upcoming events and AIME representation will be reviewed at each Board meeting for agreement.

The AIME budget is prepared on the premise that Trustees will not need reimbursement for their travel expenses. When Trustees do need to be reimbursed for their expenses, they should note that on the form provided at the annual meeting for the upcoming year or make special requests in advance to the President. AIME recognizes that its Member Societies are growing internationally and, as such, will consider overseas travel (economy airfare) upon request. AIME will not reimburse extra expenses for spouse travel.

All expenses for which reimbursement is sought will be submitted on an AIME expense report and properly supported with original receipts for items over $25 and explanations. Expenses incurred by the ED will be submitted monthly to the Treasurer for approval and/or reimbursement, as applicable.

**Formula for Distribution of OTC Funds**

AIME currently receives 12.5% of the total funds distributed from the Offshore Technology Conference as the founding entity. Of that income, 15% is retained by AIME. The remaining 85% is split among the four Member Societies as follows: half based on the end of the previous year’s membership and half based on the fixed percentage of OTC attendance as established in 1983 (SPE 96.50%, SME 2.23%, TMS 1.27%, AIST 0.00%).

**Formulas for Distribution of Member Society Direct, Mudd, Hayden, and Common Interest Grants**

AIME will provide 50% of any surplus in audited fiscal year-end financials to the Member Societies equally without required proposals and 20% to a common interest grant fund. The annual common interest grant allocation is capped at $200K. From 2014-2020, AIME will set aside half of any common interest grant monies up to $350,000 total in a separate equity fund to use for the AIME 150th anniversary celebration.

Mudd income will be distributed 40% to SME and an equal 20% to each of the other 3 Member Societies: TMS, AIST, and SPE.

Hayden distributions will be paid out equally to each Member Society.

**Timetable for and Documentation of Distributions, Grants, and Reimbursements to Member Societies**

To improve communication with the AIME Member Societies (MS), streamline procedures and provide AIME with materials required for its annual audit, AIME has standardized billing and payment processes for distributions, grants, awards and scholarships reimbursements. As long as the budgeted spending limit is not exceeded, there is no requirement for the Member Society to seek AIME Board approval of expenditures.

**AIME Awards and Scholarships; SPE Doherty and AIME Petroleum Research Grants**

AIME awards and scholarships, as well as Doherty and AIME Petroleum Research grants for SPE, will be reimbursed after receipt of an invoice by AIME. This should be submitted within 60 days after the Member Society annual meeting. It should include the recipient’s name and additional information such as the citation, technical paper title, award value (dollar amount), and, for scholarships, the recipient’s school, department and home address for audit purposes. The Member Society is responsible for providing information to the Internal Revenue Services and/or recipient if the award is taxable.
Offshore Technology Conference (OTC) Distributions

Offshore Technology Conference (OTC) distributions are sent out following receipt of AIME’s distribution from SPE (typically 95% at the beginning of July and the remainder in December).

Member Society Direct; Hayden and Mudd Distributions; Douglas Library and Common Interest Grants

Distribution amounts for Member Society Direct and Hayden, Douglas Library, common interest and Mudd grants will be estimated at year-end for the upcoming year and confirmed once the annual audit report has been approved by the AIME Board (typically mid-April). Brief reports on the use of these funds in the previous year are required at the annual Board meeting (typically August), in order for a Member Society to be eligible for subsequent year grants. Formulas for calculating the distribution amount to each Member Society appear above. Distributions and use of Douglas Library and common interest grants, if available, will be determined by the AIME Board (typically by August).

AIME’s Role in United Engineering Foundation (UEF) Grants

Concepts for United Engineering Foundation (UEF) grants for the upcoming year should be brought to the AIME annual Board meeting (usually early August) for consideration. The AIME Board will agree on the best proposals to move forward to seek multi-disciplinary support (typically at the fall Founder Society Presidents and Executive Directors meeting). The External Affairs Committee shepherds the development and endorsement process.

Typically, an AIME Member Society will take the lead to draft a 2-page concept paper for review no later than the NAE/AAES Convocation the following spring. AIME can assist in soliciting co-sponsorship from other disciplines and in submitting the final concept in PDF form by June 1 to the UEF Executive Director (ED).

If the concept is approved by the UEF Grants Committee (notification is usually by end June), the submitter will draft a full proposal for submission to the UEF by August 1. The UEF Board approves grants for the upcoming year at its fall meeting (typically end September).

Receipt of funds is contingent on acceptance by the UEF ED of a final report following project completion. The submitter will draft a report for the UEF ED no later than December 15 of the grant year. Grants are then distributed by December 31, the end of UEF’s fiscal year. If AIME submits a project on behalf of the Member Societies, the funds are paid to AIME for distribution to the MS or MSs involved. For additional detail on the UEF grant process, see www.uefoundation.org.

Executive Actions and Working Relationships

Most day to day business actions are carried out by staff but when an action must be acknowledged by an officer of the organization this will be done by the President or a designate. The AIME Executive Director will provide regular updates to the AIME Board and Member Society Executive Directors as needed to consolidate communications and maintain linkages between meetings.

While the AIME Board typically operates independently of the Member Society Boards, AIME will generally support initiatives that are supported by at least two of its Member Societies and opposed by none.

Trustees and Trustee Meetings

AIME Trustee Responsibilities are outlined in Appendix A. Trustee terms begin officially at the end of the annual meeting. AIME will hold an Annual face-to-face Trustees meeting (typically the first weekend in August). Additional meetings will be held by teleconference in the spring and in the fall of each year and as otherwise needed. AIME staff will provide appropriate information to Trustees prior to meetings by email and/or posting to the AIME website. Trustees will be required annually to complete and sign a conflict of interest statement and travel expense reimbursement needs form for the upcoming year and return to staff.

New Trustees are appointed on a rotating basis by Member Societies. AIME staff should receive appointments, including photo, bio, contact details, birthday (used as a password for private file online access), and spouse/partner information by May 15th (i.e. prior to the annual Board meeting). Whenever possible, AIME will host an AIME Trustee function at the Member Society meetings to help orient incoming Trustees and garner input from past
Trustees. Incoming Trustees and their spouses/partners are invited to attend the annual summer Trustee meeting to observe the process and meet the current Board. Meals and activities will be covered by AIME but travel and lodging expenses are not typically reimbursed. New Trustees will receive orientation information.

Member Society Presidents and their spouses/partners are encouraged to attend as guests as this provides an important leadership link to support AIME’s efforts in fulfilling its vision, setting direction and recruiting new Trustees. In addition, AIME past trustees as well as all of their spouses/partners are welcome to attend the annual Board meeting as guests where their meals and activities will be covered by AIME. Travel and lodging expenses will not be reimbursed.

Executive Director Meetings

AIME staff will host regular (typically three times per year one month prior to AIME Board meetings) conference calls with Member Society Executive Directors to facilitate communication and work jointly on efforts between AIME Board meetings. Minutes of the calls will be distributed to the AIME Board by AIME staff. The incoming President also typically hosts a breakfast with the Member Society Executive Directors on Saturday morning during the annual meeting.

United Engineering Foundation (UEF) and Engineering Founder Society (FS) Meetings

AIME has two representatives on the UEF Board; while typically this role has been filled by AIME Past Presidents, individuals from the Member Societies may also be considered (the other Founder Societies typically have their Executive Director as one of the UEF Board members). Terms are 4 years beginning September. A Trustee may serve 3 terms during their lifetime. AIME selects a new representative every 2 years for continuity.

Prior to the spring AIME Board meeting, the President asks the Board if they would like to invite the current representative to continue another 4 years. If not, additional nominees are presented for Board approval on the spring call (recommendations should be sought from current and past UEF Trustees). Nominations may be carried over for consideration up to another 2 vacancies. The Board will consider past AIME representation on the UEF Board and aim for equity among the 4 Member Societies whenever possible in approving future representatives. Upon approval, the AIME President and/or ED, communicates the decision to the UEF ED so that they will invite the incoming UEF Trustee to the September UEF Board meeting when their term begins. Travel support is available upon request to AIME’s Executive Director.

The Executive Director (ED) attends the FSED meeting held in the spring. The President and Executive Director usually attend the FSPED meeting (and UEF Board meeting to observe) in the fall. The Member Society EDs and Presidents have also been welcome at these functions. Host for the FSED and FSPED meetings rotates among the five Founder Societies.

Standing Board Committees

AIME’s Audit Committee provides oversight of the annual audit process, including auditor selection, preparation, review of policies, internal control, reports, and compliance, and presenting, at a minimum, an annual summary with any suggested changes to the Board.

AIME’s Investment Committee provides oversight of the investment policies, plan, and performance of the investment advisor. This group is made up of finance staff from the four Member Societies, as well as the AIME Treasurer (as Chair), President-Elect, and Executive Director. It reports at least annually to the AIME Board and recommends any changes for Board approval.

AIME’s History and Heritage Committee provides oversight to AIME’s activities to preserve and enhance the legacy of the Institute.

AIME’s External Affairs Committee acts as the single point of initial contact with external entities and programs.
The charters for each of these groups are incorporated into this document by reference.

Each Board Committee has the ability to form ad hoc work groups or subcommittees to address specific topics/focus areas that are typically short-term in nature, with each of the latter groups reporting to the Board Committee Chairperson. The Board Committee Chairperson shall be responsible for reporting to the full Board of Trustees regarding the key activities of the work group or subcommittee and shall have the ability to sunset those groups when the Board Committee Chairperson deems appropriate.

Awards Programs and Member Society Annual Meetings

AIME transitioned administration for the majority of its awards to the Member Societies who select recipients according to AIME awards guidelines. Current AIME Board members are exempt from receiving AIME awards. Nominees must be living at the time of nomination and selection, but may be deceased at the time the award is given.

The AIME Board will continue to ratify all AIME award recipients including Honorary Members as communicated to it by the Member Societies. Detailed awards process documentation is available on the AIME website.

The immediate AIME Past President may select for the AIME Board’s approval (ideally at its fall meeting) an individual to receive the Presidential Citation. The AIME Board will encourage and approve any AIME endorsement of nominees.

Typically the AIME President will present AIME awards at the Member Society Annual Meetings to recipients of that organization. Recognition of AIME Past Presidents and any AIME status reports for them or the Member Society Board will be coordinated by staff for each Member Society’s Annual Meeting.

AIME will reimburse the Member Societies or its award recipients for their event ticket(s) to the Member Society function where the award is presented. AIME will also reimburse the Member Societies for awards production costs. Batching of engraving and certificate production costs by the Member Societies onto a singular invoice for AIME is preferred. AIME will reimburse shipping of awards to recipients’ homes on an as requested basis.

AIME will also reimburse, upon request, Hoover Award Board members for any travel they incur to meetings.

Inventory Management

AIME will order honors and awards to provide suitable recognition, while adhering to trust stipulations, historical guidelines and spending limits/budgets. Any inventory maintained by AIME will be shipped appropriately (insured) and maintained in a secure fashion, limiting oversight to only one person whenever possible and confirming counts and valuation during its annual audit.

When the Member Societies took responsibility for the administration of most awards and scholarships from AIME staff, associated inventory items were transferred to the Member Society awards staff. The only awards inventory now maintained by AIME is brass flats, which are affixed to the AIME Presidential Citation produced annually by AIME staff. AIME Honorary Member pins are maintained in inventory at the EDs home office until needed by the Member Societies.

AIME will continue to order medals inventory for the Societies together annually (typically mid-year) to realize volume discounts given the high cost per unit. Items are to be added to Member Society assets, shipped directly to them and appropriately insured and maintained. Medal engraving and framed certificate production will be handled by the Member Societies and reimbursed by AIME upon presentation of an associated invoice.

In addition to AIME brass flats, AIME also has Board recognition and logoed inventory at the Executive Director’s office. Detailed counts can be found in the Awards Inventory folder online.
Employee Evaluations

Staff evaluations will be done at least annually by the Officers. The President is responsible for signing off on the Executive Director’s evaluation through an established process and a renewal of the employment contract as appropriate, while the Executive Director is responsible for the reviews of other employees, if any. Compensation is reviewed for consistency with market norms at least every five years by the AIME Audit Committee, with recommended changes, if any, to the AIME Board. The Board must approve all changes in compensation and the Treasurer and Audit Committee Chair will approve the employment contract prior to the President signing it. See Appendix B for a Timeline and Description of Executive Management Performance and Salary Review Process.

Memorial and Congratulatory Resolutions

Memorial Resolutions must be approved in a timely fashion (via email, if necessary) to get copies (with a condolences letter) to the families quickly; tradition requires that these resolutions be read in person at the annual meeting to allow the deserved respect to the deceased. Upon learning of the passing of a past AIME President, Honorary Member, key member or staff, AIME staff will work with the appropriate Member Society to draft such documents and notify the AIME Board and Member Society Executive Directors, including any obituary, service or donations details. The appropriate Member Society will notify their membership and staff. Additionally, staff may order flowers or have an AIME representative present the Congratulatory Resolution to the local section or organization celebrating its milestone.

Promotion Policies

AIME occasionally receives requests to promote events on its website. Generally, AIME will not promote those from for-profit corporations which are usually in direct competition with Member Society events, and of which the purpose and content quality cannot easily be ensured.

Retention Policy

It is the policy of AIME to retain records (hard copy or electronic) as required by law (including holding items requested or likely to be requested as a part of legal proceedings) and to destroy them when appropriate, as overseen by the AIME Executive Director (ED) with approval from an Officer. The archiving and destruction of records shall be performed on at least an annual basis and shall be performed according to the AIME Retention Schedule. We encourage our volunteers to use this schedule (located under “AIME Corporate Documents” on the “For Trustees” private webpages) for AIME materials that they have received in conjunction with their work for the organization or to arrange with staff to have them shipped back to AIME for proper handling.

Security

AIME operates from a virtual environment, with important files and archives being backed up electronically to a site as created. This site (or links to specific files or folders) is accessible upon request. AIME files will also be backed up weekly to an external hard drive at the ED’s office. AIME financial data has been migrated to Quickbooks Online, which has multiple back-ups in the cloud. Access is available upon request.

Important corporate documents are also uploaded to the For Trustees private section of the AIME website (e.g. charter, bylaws, minutes, orientation materials). In general day-to-day practice, AIME staff also locks files, uses computer passwords, and shreds documents as appropriate.

Whistleblower Policy

The Board of Trustees has adopted the following policies and procedures for notification of (1) certain specific actions that are explicitly prohibited and (2) procedures that should be followed to report such actions if believed that any US Federal or State laws are being violated. This is in addition to any laws enacted by the state, under which AIME is chartered. It is the responsibility of all employees, Trustees, independent contractors, consultants,
and members to report to any Board member suspected violations of the law and/or any suspected inappropriate accounting or financial practices or actions by any employee, independent contractor or volunteer of the AIME in accordance with this Whistleblower Policy.

Commission of any of the following acts will be considered cause for immediate disciplinary action, including, but not limited to, termination of employment.

1. Destroying, altering, mutilating, covering up, falsifying or making false entry in any records connected with a matter within the jurisdiction of federal or state agency or court in violation of federal or state law and/or regulations.
2. Altering, destroying or concealing a document, or attempting to do so, with intent to impair the document’s availability for use in an official proceeding, or otherwise obstructing, influencing or impeding any official proceeding, in violation of federal or state laws or regulations.
3. Fraudulently influencing, coercing, manipulating, or misleading any independent accountant engaged in the performance of an audit of the financial statements of the AIME for the purpose of rendering such financial statements misleading.
4. Discharging, demoting, suspending, threatening, harassing, discriminating or retaliating in any manner against any employees or member, in violation of federal or state law or regulations, because of any lawful act of that employee or member who (a) provides information to assist any investigation; (b) files or assists any action alleging a violation of law or regulations; or (c) knowingly taking any action harmful to any person for providing truthful information to a law enforcement officer.

The AIME Audit Committee is designated as its compliance mechanism with responsibility for investigating and resolving all reported complaints and allegations concerning violations. The Committee will acknowledge receipt of the report within five business days. All reports will be promptly investigated and appropriate corrective action taken, if warranted by the investigation. The Committee is required to report to the Board at least annually on compliance activity. If the reporting person believes that a member of the Committee may be involved, directly or indirectly, in the potential violation, a report may be made to its legal counsel. In such a case, its legal counsel shall act as its compliance officer for that potential violation. The compliance officer shall immediately notify the Board of any complaint concerning corporate accounting practices, internal contracts, or auditing and shall work with the Board until the matter is resolved. The Board may involve an outside auditing firm.

Anyone filing a complaint must act in good faith and have reasonable grounds for believing the information reported indicates a violation of the law or constitutes an inappropriate account or financial practice. Anyone who makes allegations which are unsubstantiated and made maliciously or with knowledge of their falsity will be subject to appropriate disciplinary action, up to and including termination of employment.

No individual who, in good faith, makes a report pursuant to this policy shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Violations or suspected violations may be submitted on a confidential basis or anonymously. Reports will be kept confidential to the extent appropriate in the sole opinion of the compliance officer.

A copy of this policy and the name of, and contact information for, the compliance officer, shall be provided to all employees, contractors, consultants, and volunteers in the manner in which other important policies are provided.

General Operations

AIME’s Member Society, SME, has offered to have its staff act as back-up for the organization in case of incapacity of the Executive Director. As such, the AIME ED interfaces with SME’s Director of Operations and Finance and Accounting Manager to provide detailed policy and process documentation, as well as access instructions to online accounting data and archived documents.
Appendix A

AIME Trustee and Staff Roles, Relationships, and Responsibilities

Background

AIME is a 501(c)3 not-for-profit educational/scientific organization with four voting members as separately incorporated Member Societies. Corporate, professional, and student membership resides in these Societies: The Society for Mining, Metallurgy, and Exploration (SME), The Minerals, Metals, and Materials Society (TMS), the Association for Iron and Steel Technology (AIST), and the Society of Petroleum Engineers (SPE).

AIME is governed by a Board of Trustees, with 8 voting members, 2 appointed by each Member Society, typically for a four-year term. The four Trustees in the presidential rotation serve as Officers (specific responsibilities below) of the Institute. The AIME Board currently meets via two conference calls (one in April and one in December) and one in person meeting the first weekend in August at different locations to be selected by the President each year.

AIME Board of Trustees

Key Roles
1. Acting as caretakers of the Mission, Vision, and Values by which AIME operates.
2. Ensuring the financial integrity of AIME funds.
3. Creating, prioritizing, supporting, and monitoring progress on all strategic initiatives.
4. Establishing policies, processes and the budget with regard to (w/r/t) AIME resources, activities, and plans.
5. Communicating with the Member Societies w/r/t AIME resources, activities, and plans and confirming needs.
6. Establishing, maintaining, and communicating to the Member Societies the criteria by which new Trustees are selected.
7. Soliciting and recommending nominees for external awards.

Working Relationships
The Board should work hand-in-hand with AIME Staff to communicate with the Member Societies regarding the purpose of AIME, as well as resources available and upcoming and ongoing activities and plans. The Board should give particular attention to supporting AIME Staff as they represent the Institute and its strategic initiatives to the larger engineering and scientific community.

Specific Responsibilities
Service as an AIME Trustee typically involves a four-year term. Trustees are expected to represent AIME’s interest and share issues, challenges and other pertinent information of their individual Member Society at each AIME Board meeting. Trustees should also represent their Society on any committees, as requested, and represent AIME at Member Society functions. Trustees may also be asked to serve as one of two Trustees from AIME to the United Engineering Foundation (UEF) along with two Trustees from each of the other four engineering Founder Societies: AIChE, ASCE, ASME, and IEEE (specific responsibilities below).

AIME Officers

Key Roles
1. Actively representing AIME in the larger engineering and scientific community.
2. Communicating with the Founder Societies w/r/t AIME resources, activities, and plans.
3. Evaluating the performance of AIME Staff.
4. Providing feedback and direction to and acting as a sounding board for AIME Staff.
Working Relationships
AIME Officers should lead the way in communicating the “AIME story” and promoting AIME at every opportunity within their respective Society, especially among younger members. AIME Officers should seek every opportunity to communicate relevant AIME information at regularly scheduled Member Society Board meetings (not just at annual meetings).

Specific Responsibilities
Service as the AIME President involves a four-year term: the first year as President-Elect Designate, the second year as President-Elect; the third year as President, and the fourth year as Past President. Each of the Member Societies is responsible for selecting the new President-Elect Designate every fourth year.

The time demands are greatest during the year as President but significant demands arise during all four years. In particular, the Officers act on personnel issues between Board of Trustee meetings and perform annual evaluation of the Executive Director. Additionally, the President occasionally looks to fellow Officers to represent AIME at external events and/or functions of the pertinent Member Society. In addition to the common duties of all Officers, the following duties arise:

For the President
- Conduct calls with Executive Director to discuss the daily business of AIME.
- Execute correspondence on behalf of AIME.
- Act as main decision-maker and signatory for AIME, along with AIME Executive Director
- Represent AIME at Awards Program functions, present awards (TMS and SME meetings are typically in March, AIST is typically in May, and SPE is typically in October).
- Participate in recognition activities for former AIME Presidents (usually at Member Society annual meeting).
- Attend meetings of the Founder Society Presidents (typically one-day in conjunction with the ½ day UEF Board meeting each September).
- Act as the voting representative at AAES Board meetings (typically ½ day in conjunction with the full-day NAE Convocation and ½ day Engineering Public Policy Symposium mid-April and one beginning of November).
- Select a location and assist in the planning of the annual meeting (typically 2 ½ days first weekend in August) and related social functions.
- Arrange and preside over all Board of Trustee meetings (in addition to the above, one 2-hour call mid-April and one 2-hour call mid November).
- With the Executive Director, prepare draft agendas for the Board meetings.

For the President-Elect
- Attend NAE Convocation, Engineering Public Policy Symposium, and AAES functions (typically mid-April) to network with leadership of the other key engineering and scientific organizations.
- Attend a leadership forum with the Executive Director to begin planning for Presidential term key initiatives.
- Oversee Raymond Award recipient selection process by their Member Society
- Chair the Audit Committee

For the President-Elect Designate
- Chair the History and Heritage Committee.

For the Past President
- Participate in recognition activities for former AIME Presidents (usually at Member Society annual meeting).
- Provide continuity by offering guidance and support to the President.
- Chair the External Affairs Committee.
AIME Treasurer

- Act as Board lead in setting investment and financial policy and strategy and provides advice to the ED in communicating to investment advisor. One of the team of signatories on AIME’s investment and operating accounts.
- Chair the Investment Committee.
- Review financials with staff on a quarterly basis and annually with the auditors prior to publication of the 990 and financials in the annual report.
- Assist Staff in preparing the draft annual budget in the summer for the upcoming year.
- Staff will provide notification of necessary transfers throughout the year from the investment account to the operating account, including the current operating account balance and anticipated upcoming expenditures requiring the transfer. The Treasurer will approve and, if required, sign off on these requests.
- Approve accounts payable/receivable and monthly reconciliations, per the AIME Bookkeeping Process. Jointly with the Audit Committee Chair, annually approve the Executive Director’s employment contract prior to the President signing it.

AIME Representatives to the United Engineering Foundation (UEF)

Key Roles
1. Actively represent AIME and its Member Societies at UEF functions, always bearing in mind the fiduciary duty to the UEF (typically one-hour calls in January and May and a two-day in-person meeting in September).
2. Fulfill roles as asked on UEF committees, i.e. Executive, Audit, Finance, Nominating, Grants.
3. Be knowledgeable about grant submissions from AIME and its Member Societies’.
4. Debrief with the AIME President and/or Executive Director following all UEF functions.

Working Relationships
AIME UEF representatives should actively share information about what AIME and its Member Societies are doing, as well as understand key initiatives of the other engineering Founder Societies (AIChE, ASCE, ASME, and IEEE), actively seeking opportunities to collaborate and share best practices. They should be supportive of UEF staff and the UEF mission.

Specific Responsibilities
Service as UEF Trustee involves a four-year term; the two positions are replaced every other two years to provide continuity. A Trustee may serve 3 terms during their lifetime. The AIME Executive Director will assist in orientation for new Trustees. They are also invited to observe at the in-person meeting the fall prior to their term start as orientation from UEF. If the AIME representatives are unable to attend a UEF Board meeting, they should notify the AIME ED who will seek AIME Board approval of an alternate.

AIME Executive Director and Staff

Key Roles
1. Aggressively represent AIME in the larger engineering and scientific community.
2. Monitor the execution of AIME investment policies and strategies.
3. Prepare annual operating budget, with the help of the Treasurer, and monitor actuals vs. approved budgets.
4. Review draft audited financials and 990 before Audit Committee review.
5. Provide support and coordination on all strategic initiatives.
6. Hire, mentor, and retain highly qualified, well-trained staff and/or contractors.
7. Be a catalyst for communication amongst the Member Societies.

Working Relationships
The AIME Executive Director should ensure that AIME is well known throughout the membership of the Member Societies. Additionally, staff should act as a liaison for those organizations by (a) summarizing and effectively communicating items of material interest to the Member Societies and/or (b) generating a call-to-action on key
issues that directly or indirectly impact some or all of the Member Societies. Staff should also aggressively seek out opportunities for improvement within AIME and ways for AIME and/or its Member Societies to partner with the larger engineering and scientific community.

Specific Responsibilities
For the Executive Director

- Act as main decision-maker and signatory for AIME, along with AIME President.
- Ensure that AIME is represented at all UEF, Founder Society, AAES, and Member Society meetings and other industry-related functions, as appropriate.
- Lead regular meetings with the Member Society Executive Directors.
- Facilitate the process of continually updating a strategic direction for AIME.
- Evaluate performance of and recommend compensation for AIME staff.
- Direct and oversee AIME staff and/or contractors on day-to-day activities.
Appendix B

Timeline and Description of the
AIME Executive Management Performance and Salary Review Process
Performance Period: August 1 – July 31

Ongoing  The President shall seek input from the AIME Trustees on an ongoing basis throughout the year regarding the AIME Executive Director’s performance, and communicate with the ED through written documentation, as appropriate.

June
ED prepares and submits a self-evaluation of his/her annual performance to the President-Elect (Form 1).

The President-Elect sends email to all Trustees asking for any specific comments/feedback they wish to provide to the President pertaining to ED’s performance (Form 2).

The President-Elect collects and provides all of the above documents (Forms 1 and 2) to the President.

July
ED prepares and submits a list of his/her proposed goals for the upcoming fiscal year to the Trustees. The President-Elect will seek feedback from the member societies’ EDs in forming this list of goals.

The Trustees each prepare a written review of the ED’s performance with recommendations for performance rating (Form 2).

The Trustees may either meet via telecom or have a discussion during the closed session of the annual meeting to recommend a salary adjustment and bonus for the ED. The President acts as the chair of this meeting, and the majority decision of the Trustees in attendance will prevail.

August
The President reviews ED’s new annual goals, performance feedback and recommended compensation with the Board and seeks Board’s approval (closed door session). Upon approval, the President then communicates the performance feedback and suggested compensation to the ED

The President communicates the upcoming fiscal year’s goals to the ED. He/she distributes the ED’s goals for the upcoming fiscal year to the Board for information.
# Appendix C

## Documentation of Changes to Operating Procedures

<table>
<thead>
<tr>
<th>Incorporated reference to Corporate Charter and Bylaws</th>
<th>8/11/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIME Mission</td>
<td>8/7/2010, 2/18/2015, 8/4/2018</td>
</tr>
<tr>
<td>AIME Vision</td>
<td>8/7/2010, 2/18/2015</td>
</tr>
<tr>
<td>Board Review of Finances</td>
<td>8/14/2005, 8/3/2013</td>
</tr>
<tr>
<td>Distributions, Grants, and Reimbursements to Member Societies</td>
<td>11/16/2012</td>
</tr>
<tr>
<td>Executive Actions</td>
<td>8/3/2003, 8/4/2012</td>
</tr>
<tr>
<td>Trustees and Trustee Meetings</td>
<td>8/3/2003</td>
</tr>
<tr>
<td>Executive Director Meetings</td>
<td>11/19/2003, 11/15/2010</td>
</tr>
<tr>
<td>Standing Committees</td>
<td>4/15/2013, 8/3/2013</td>
</tr>
<tr>
<td>Awards Programs</td>
<td>11/15/2010, 8/13/2011</td>
</tr>
<tr>
<td>Inventory Management</td>
<td>8/13/2011</td>
</tr>
<tr>
<td>AIME Keynote Speaker</td>
<td>8/3/2003, 8/14/2005</td>
</tr>
<tr>
<td>Employee Evaluation</td>
<td>11/19/2003</td>
</tr>
<tr>
<td>Memorial Resolutions</td>
<td>11/10/2005</td>
</tr>
<tr>
<td>Promotion Policies</td>
<td>11/8/2013</td>
</tr>
<tr>
<td>Whistleblower Policy</td>
<td>8/8/2009</td>
</tr>
<tr>
<td>General Operations</td>
<td>8/13/2011</td>
</tr>
<tr>
<td>Appendix A AIME Trustee and Staff Roles, Relationships, and Responsibilities</td>
<td>8/2/2008</td>
</tr>
<tr>
<td>Appendix C Documentation of Changes to Operating Procedures</td>
<td>8/4/2018</td>
</tr>
</tbody>
</table>