

**CONSTITUTION  
OF  
THE SOCIETY OF EXPERIMENTAL TEST PILOTS**

**ARTICLE I  
GENERAL**

**Section 1. Name**

The name of the organization is "The Society of Experimental Test Pilots." It has been incorporated as a non-profit corporation under the provision of Part One of Division Two of Title One of the Corporation Code of the State of California. The Society of Experimental Test Pilots hereinafter will be referred to as the "Society."

**Section 2. Definition of Name**

Experimental test pilots shall include those pilots engaged in the developmental flight testing of aerospace vehicles, their engines, or associated components.

**Section 3. Independence**

The Society shall maintain independence and shall in no way become bound by any other organization except by amendment of this Constitution. The Society will recognize only legal or moral obligations to any person, group of persons or organizations, or government with which the Society routinely conducts business.

**ARTICLE II  
AIMS AND OBJECTIVES**

**Section 1. Primary Purposes**

To promote that part of the aeronautical endeavor wherein there lies the moral obligation of the test pilot to the airplane passenger, the commercial, private and service pilot, without affecting the competitive structure of industry.

To promote education of members, of those directly associated with aeronautical activities, and of the general public concerning those endeavors peculiar to the profession of the experimental test pilot.

**Section 2. General Purposes**

To promote air safety by presenting pilot opinion; to maintain cognizance of new flight equipment already adopted or in development; to exchange ideas, experiences and information regarding airplane escape systems and techniques; and to otherwise aid in the advancement of flight safety.

To promote technical advancement by providing for professional education through lectures, displays and presentations and by the exchange of information for mutual development of improved test techniques.

To promote sound aeronautical design and development; to describe and discuss newly encountered phenomena in the realm of flight for the mutual benefit of all, within the bounds of the primary purpose of this corporation and governmental security regulations; and to provide a society where the interchange of ideas, thoughts and suggestions concerning the aircraft as it affects the pilot will ultimately result in aid to the designer.

To broaden professional relationships among members; to maintain and increase the prestige, standing and influence of the test pilot in aeronautical progress; to assist in the professional development of experimental pilots; to provide scholarships and otherwise aid the families of deceased members; and to otherwise contribute to aeronautical advancement.

To perform any other acts lawfully permitted of a non-profit corporation.

## **ARTICLE III** **MEMBERSHIP**

### **Section 1. General**

All persons who are engaged as pilots of manned aerospace vehicles in the practice of experimental or developmental flight testing, production flight testing, or in other flying which contributes to the advancement of flight testing techniques, aeronautical development and pilot safety shall be eligible for consideration for membership in the Society. Consideration in grading is given to professional education and experience, publications, record of aeronautical achievements, and contributions to scientific knowledge.

### **Section 2. Grades**

The membership of the Society shall be divided into six grades, namely: (1) Honorary Fellow, (2) Fellow, (3) Associate Fellow, (4) Member, (5) Associate Member, and (6) Corporate Member. This group may hereinafter be referred to as "members" or "the membership."

### **Section 3. Honorary Fellow**

An Honorary Fellow shall have achieved particular distinction in the aerospace field and shall have engaged as an experimental test pilot at some time during their career. An Honorary Fellow should not be a test pilot who clearly met the qualifying requirements for normal membership and had the opportunity to join the Society but chose not to join. Candidates must be living at the time of selection.

Nomination of an eligible candidate for Honorary Fellow may be volunteered in writing to the Fellows Coordinating Committee by any member of the Society. Such a nomination shall be accompanied by appropriate information and documentation that will enable the chairman of the Coordinating Committee to verify the candidate's history and eligibility for the distinction of Honorary Fellow prior to the annual meeting of the committee.

Selection of a candidate to the grade of Honorary Fellow shall be by three-fourths or more affirmative votes of those Fellows present at the annual meeting of the Fellows Coordinating Committee. Selection(s) of Nominee(s) shall be presented to the Board of Directors for final approval.

#### **Section 4. Fellow**

A Fellow shall have been an Associate Fellow for one year or more and shall have attained a position of distinction in the field of experimental flight testing. Fellows shall be proposed and elected by active Fellows of good standing in the Society. Voting shall be by secret ballot.

A meeting of the Fellows shall be held annually to review candidate Associate Fellows for advancement to the grade of Fellow. All Fellows shall be invited to this meeting. Those Fellows attending this meeting constitute the Fellow's Coordinating Committee. The primary purpose of the Coordinating Committee is to determine which Associate Fellows will be nominated and balloted for advancement in the current year. Standard operating procedures will be established to ensure that all Fellows have an opportunity to nominate candidates for advancement.

The Coordinating Committee shall prepare background resumes for all nominees with separate secret ballots. These resumes and ballots shall be distributed to the active Fellows in good standing. Each nominee shall require a minimum affirmative vote of three-fourths of those executed ballots returned for election in order to advance in grade. The Chairman shall communicate the results of this election to the President of the Society.

#### **Section 5. Associate Fellow**

An Associate Fellow shall have been closely associated with experimental flight testing for a period of not less than ten years, of which not less than five years shall have been as an experimental test pilot. An Associate Fellow shall have been a member of the Society for not less than five years with at least two years in the grade of Member.

Applicants for this grade shall file an application for upgrading with the Membership Committee which shall reference five members of the Society in good standing, of whom three or more shall be Fellows or Associate Fellows. The Secretary shall solicit letters of recommendation from each reference listed. Unless four favorable replies are received within 60 days, the application shall be treated as unsuccessful.

The Membership Committee shall determine upon receipt of the application and four favorable letters of recommendation whether the applicant possesses the full experience and membership requirements for advancement to Associate Fellow.

Upon verification that the applicant does meet all the criteria for upgrading, including the four favorable letters of recommendation, the Member will be notified by the Membership Committee of the upgrade to Associate Fellow.

Unsuccessful applicants may reapply for advancement in grade to Associate Fellow after a lapse of one year from the date of said notification.

## **Section 6. Member**

Members shall be pilots in one of the following categories:

1. Pilots who are actively engaged and have been so engaged as pilots in the cockpit for not less than one year in experimental or developmental flight testing of manned aerospace vehicles, their engines, or associated components.
2. Pilots who, while engaged as a crew member in an experimental or developmental manned space vehicle program, have responsibility for control of the vehicle trajectory during a flight which achieves an altitude of at least 50 miles.
3. The Membership Committee and the Board of Directors may recognize prospective members who, for reasons beyond their control such as physical disability, flight test accident, etc., do not apply while they are actively engaged in test flying.

## **Section 7. Associate Member**

Associate Members shall be pilots in one of the following categories:

1. Pilots or copilots who are actively engaged in experimental or developmental flight testing as pilots in the cockpit of manned aerospace vehicles, their engines or associated components, with not less than six months' experience; or
2. Pilots who are actively engaged in production flight testing with not less than two years' experience; or
3. Pilots who are actively engaged in flying engineering evaluations, performance flights and related tests, with not less than one year of experience; or
4. Pilots actively engaged in astronaut training for not less than 12 months in an experimental or developmental space program and have completed an SETP recognized course of test pilot training.
5. The Membership Committee and the Board of Directors may recognize prospective members who, for reasons beyond their control such as physical disability, flight test accident, etc., do not apply while they are actively engaged in test flying.
6. Pilots who are graduates of an SETP recognized test pilot school and have completed the manned test pilot course. If none of the other categories (paragraphs 1 through 4 above) of the requirements are met by the applicant, then under this paragraph the applicant may be granted provisional Associate Member status for a period of up to three years after graduation. If, during the three-year period, the provisional member does not satisfactorily complete the full requirements under one of the above paragraphs (1 through 4), the provisional membership will be terminated.

Qualifying experience shall be pro-rated for applicants having a background in both categories two and three of this section.

Graduates of a recognized test pilot training course may be credited with up to six months' experience toward the experience requirements of categories two and three of this section.

Experience as a pilot of chase aircraft, missile control aircraft, or other test support aircraft shall not be considered as qualifying experience unless special factors justify designation of such chase, control, or support flights as experimental or developmental in nature on their own merit. Endurance testing and maintenance testing shall not be considered as qualifying experience.

#### **Section 8. Corporate Member**

See Article IV

#### **Section 9. Eligibility for Fellow or Associate Fellow**

Only Members shall be eligible for the title of Associate Fellow or Fellow.

#### **Section 10. Eligibility for Office**

Only Members, Associate Fellows and Fellows of the Society, in good standing, are eligible for the position of a Technical Adviser, Section Representative or Officer of the Society.

#### **Section 11. Voting Rights**

All members in good standing, except Corporate Members, shall be entitled to one vote at business meetings. Proxies authorizing a voting member to vote for an absent member shall be signed by such absent member and submitted to the Secretary in advance of the meeting. Corporate Members, Associate Members, and Honorary Fellows are not entitled to a vote on governmental matters, defined as election of officers and amendments to the Constitution of the Society.

#### **Section 12. Application for Membership**

Application for membership in the Society must be in writing. All applicants shall state and agree that, if elected to membership, they will be bound by and obey the Constitution, rules and regulations of the Society, and shall also agree that, if for any cause their membership in the Society shall terminate, their rights, title and interest in or to the Society shall cease, subject to the provisions contained in Article V thereof. No member may assign their membership or right arising therefrom except as otherwise provided by the Constitution of the Society.

#### **Section 13. Election to Membership**

The Membership Committee shall determine the eligibility of applicants for membership in the Society in accordance with established requirements. Eligibility shall be verified by contacting references supplied by the applicant and other members of the Society if such action is indicated. The applicant may thereafter be elected to membership in the Society by affirmative vote of the Membership Committee operating under rules approved by the Board of Directors of the Society.

## **Section 14. Certificate of Membership**

The Membership Committee shall furnish each member a Certificate of Membership in the Society, which Certificate shall be in such form as the Board of Directors may from time to time determine and which Certificate shall indicate plainly on the face thereof the grade and date of membership held by the member.

## **Section 15. Obligation of Membership**

The Constitution and any amendments thereto made hereafter shall be deemed a contract between the Society and its members for the benefit of each and all, and shall be observed and adhered to by each member; and each member of the Society, by virtue of their membership, covenants and agrees with the Society, and with each and every member thereof, that they will observe and adhere to and be bound by the same.

## **Section 16. Liable Court Proceedings**

No member shall be liable for any minimum contributions in any court proceedings.

# **ARTICLE I V** **CORPORATE MEMBERS**

## **Section 1. Corporate Members**

Any organization engaged in the study, design, manufacture or testing of manned aerospace vehicles or components thereof, including equipment to support such vehicles, shall be eligible for Corporate Membership in the Society. Corporate membership shall also be made available to any organizations that support safer or more efficient and effective flight testing through training or education or by consultation.

Every organization elected a member of the Society shall designate by letter, signed by a principal executive officer of the organization, a representative who shall officially represent such firm or corporation. Each such firm or corporation may also similarly designate alternate representatives who may perform the same functions in the absence of the representative. Corporate Members are not entitled to vote and shall not hold any office of the Society.

## **Section 2. Application for Corporate Membership**

Application for corporate membership in the Society must be in writing. All applications shall state that if elected to corporate membership the firm or corporation will be bound by and will obey the SETP Constitution, Rules and Regulations of the Society, and also agree that, if for any cause its membership in the Society shall terminate, its rights, title and interests in or to the Society shall cease, subject to the provisions contained in Article V hereof. No Corporate Member may assign its membership or rights arising therefrom except as otherwise provided by the Constitution of the Society.

## **Section 3. Election to Corporate Membership**

The Membership Committee shall determine the eligibility of firms and corporations for membership in the Society and by affirmative vote, operating under the rules approved by the Board of Directors, the applicant may be approved for corporate membership.

#### **Section 4. Certificate of Corporate Membership**

The Membership Committee shall furnish each Corporate Member a Certificate of Membership in the Society, which Certificate shall be in such form as the Board of Directors may from time to time determine and which Certificate shall indicate plainly on the face thereof the name and date of membership held by the Corporate Member.

#### **Section 5. Obligations of Corporate Membership**

The Constitution and any amendments thereto made hereafter shall be deemed a contract between the Society and its Corporate Members for the benefit of each and all, and shall be observed and adhered to by each Corporate member; and each Corporate Member of the Society, and with each and every member thereof, that it will observe and adhere to and be bound by the same.

#### **Section 6. Release of Corporate Interest**

Termination of membership in the Society in any manner whatsoever of any corporation, shall operate as a release of all rights, title or interest on the part of any such Corporate Member in or to the Society, subject to the provisions contained herein, and the rights of any official representative designated by such member shall cease.

#### **Section 7. Waiver of Corporate Member Claims**

Any corporation that ceases to be a member for any cause, shall be deemed expressly to waive all further rights, title and interest of membership and also expressly waives all claims to recover fees or charges paid to the Society. By acceptance of corporate membership and payment of dues, each Corporate Member expressly agrees to such waiver of claims.

#### **Section 8. Liable Corporate Member Court Proceedings**

No Corporate Member shall be liable for any minimum contributions in any court of proceedings.

#### **Section 9. Corporate Membership Standing**

Any Corporate Member who fails to pay its dues, or other indebtedness to the Society within 30 days after the same becomes due will be notified by the Society and shall thereupon cease to be a Corporate Member in good standing. If payment is not received within the next succeeding 60 days the Corporate Member shall be reported to the Membership Committee as in arrears, and at the direction of the Committee may be dropped from the membership rolls.

#### **Section 10. Corporate Member Resignation, Reinstatement and Expulsion**

Any Corporate Member while in good standing may withdraw from the Society by giving written notice to the Society and such written notice shall operate as a release of all rights, title or interest on the part of such Corporate Member in or to the Society. A former Corporate Member may be reinstated as a member in good standing upon payment of any indebtedness owed the Society.

A Corporate Member of the Society shall be subject to expulsion for conduct or policies contrary to the general welfare of the Society. Any charge against a Corporate Member under this Section shall be detailed in writing to the Board of Directors and shall be signed by not less than five Fellows or Associate Fellows of the Society in good standing. If it is the majority opinion of the Board of Directors that there is sufficient evidence to warrant an investigation, the investigation will be conducted and action taken in accordance with Article V, Section 6.

### **Section 11. Special Contributions**

Any Corporate Member may make special contributions to the Society for the purpose of increasing the aims and objectives of Society activities, provided that all such contributions and the terms of its acceptance shall be subject to the approval of the Board of Directors.

## **ARTICLE V** **TERMINATION AND REINSTATEMENT OF ACTIVE MEMBERSHIP**

### **Section 1. Inactive Status**

A Fellow, Associate Fellow, Member or Associate Member who has discontinued their active relationship with flight testing or may be desirous of temporary or permanent separation for any ethical and proper reason, may be placed on the inactive list. The member shall make written request for transfer to the inactive list while a member in good standing. Transfer to the inactive list shall become effective upon review by the Membership Committee.

Members on the inactive list shall have no voting rights and neither shall they be subject to dues or assessments but may elect to continue on the mailing list to receive the publications and announcements of the Society upon payment of an annual administrative fee to be determined by the Board of Directors. Members on the inactive list will not be granted price discounts normally offered to active members.

### **Section 2. Resignation**

Any active member may withdraw from the Society by giving written notice of resignation to the Society, and such written resignation shall operate as a release of all right, title or interest on the part of such member or to the Society.

### **Section 3. Membership Standing**

Any member who fails to pay their dues or other indebtedness to the Society within 30 days after the same shall become due, shall be notified by the Society and will thereupon cease to be a member in good standing. If payment is not made within the next succeeding 60 days, the member shall be reported to the Membership Committee as in arrears and, at the direction of the Committee, transferred to the inactive list.

### **Section 4. Release of Interest**

Termination of membership in the Society in any manner whatsoever, of any individual, shall operate as a release of all right, title or interest on the part of any such member in or to the Society, subject to the provisions contained in Article V hereof.



## **Section 5. Reinstatement**

A member on the inactive list in accordance with Sections 1 and 3 of this Article may be reinstated to active membership previously held upon pro rata payment of dues for the current membership year, plus a penalty fee determined by the Board of Directors.

A member who has resigned may be reinstated during the membership year in which resignation occurred, upon payment of all dues and fees owed for the full membership year. After the membership year, a member who has resigned must meet the same requirements as a new applicant.

## **Section 6. Expulsion**

A member of the Society shall be subject to expulsion for unethical professional conduct or for willful conduct contrary to the general welfare of the Society.

Only offenses of an extremely serious nature shall result in charges against a member of the Society under this Section. Every effort shall be made to expedite a complete investigation of any accusation under this Section.

Any charge against a member under this Section shall be detailed in writing to the Board of Directors and shall be signed by not less than five members of the Society in good standing.

If it is the majority opinion of the Board of Directors that there is sufficient evidence to warrant an investigation of any charge formally presented in accordance with the preceding paragraph, the President shall appoint an Investigating Board consisting of three Fellows, three Associate Fellows, and three Members of the Society. The President of the Society shall coordinate the investigation and act as Chairman of the Investigating Board.

The accused member shall be furnished with a copy of the charge and shall be given ample opportunity to refute the charge either in person or by counsel before the Board of Investigation at a hearing to be called by the Board.

At least six members of the ten-member Investigating Board shall be present at any hearing under this Section. A minimum of a two-thirds vote of the members of the Investigating Board present at such hearing shall be required for expulsion of the accused member. In the absence of a two-thirds vote of the Investigating Board for expulsion, the charge shall be dismissed. Such hearing shall be open to any member of the Society, but other persons shall be excluded from the hearings unless invited to appear as witnesses by the Investigating Board.

## **ARTICLE VI** **ANNUAL AND ADDITIONAL DUES**

### **Section 1. Initiation Fees**

The amount of the initiation fee for membership into the Society shall be determined by the Board of Directors.

## **Section 2. Annual Dues**

The annual dues for Fellows, Associate Fellows, Members, Associate Members and Corporate Members shall be determined by the Board of Directors. Once established the amount of the dues shall remain constant for a period of not less than three years. No dues shall be charged to Honorary Fellows.

The annual dues of individual members shall become due and payable annually, in advance, as of the first day of January. This date shall define the membership year and will coincide with the Society's fiscal year.

Dues of each Corporate Member shall be payable upon acquisition of membership and annually thereafter on the anniversary of its admission to the Society or on such alternate date as is approved by the Board of Directors.

## **Section 3. Additional Assessments**

For the purpose of creating a fund adequate to meet the expenses of the Society and to permit it effectively to carry out its aims and objectives, the members may be required to pay the Treasurer additional assessments.

The amount of additional assessments shall be determined by the Board of Directors and approved by an affirmative vote of a majority of the voting members.

No assessments shall be charged to Honorary fellows.

No additional assessments shall be charged to Corporate Members.

## **Section 4. Prorating Dues**

Dues and assessments of each new individual member shall be payable upon acquisition of membership and shall be prorated according to the number of months remaining in the current membership year.

## **Section 5. Special Subscriptions**

Subject to the approval of the Board of Directors, special committees, regional groups, or others may create from among the members directly concerned, additional funds to be expended, in accordance with such approval, in carrying out work not covered by the general budget of the Society.

## **Section 6. Special Contributions**

In addition to the payment of annual dues and assessments, any member may make special contributions or gifts of money or property to the Society for the purpose of increasing its work and scope of its activities, provided however, that all such contributions or gifts and the terms of their acceptance shall be subject to the approval of the Board of Directors.

## **Section 7. Lifetime Membership**

A lifetime membership for Fellows, Associate Fellows, Members and Associate Members may be purchased at any age. The cost of lifetime membership, based on actuarial tables and other factors, shall be determined by the Board of Directors. Once established, the cost of lifetime membership shall remain constant for a period of not less than three years.

If a lifetime membership is purchased when the annual dues are payable, the fee will be based on the age for the coming year.

## **ARTICLE V I I** **OFFICERS**

### **Section 1. Officers**

The Officers of the Society shall be the President, President-Elect, Executive Adviser, Vice-President, Secretary, Treasurer and Legal Officer.

### **Section 2. How Elected**

The Officers of the Society shall be elected by means of a ballot to be distributed to the eligible voting membership upon closing of the annual nominations. Each voting member shall receive a letter ballot unless the member consents to electronic balloting. A plurality vote of those executed ballots returned shall be required for election.

### **Section 3. Term of Office**

Officers shall be selected from the voting membership and serve for a term of one membership year, or until their successors are duly installed.

Any Officer, if elected, may serve in any other office the following term. No elected Officer shall be eligible to serve in the same office in the following term.

## **ARTICLE V I I I** **DIRECTORS**

### **Section 1. Board of Directors**

The governing body shall be known as the Board of Directors and shall consist of the President, President-Elect, Executive Adviser, Vice-President, Secretary, Treasurer, Legal Officer, Technical Advisers and Section Representatives of the Society. All elected Officers, Technical Advisers and Section Representatives shall be voting members of the Board except as noted in Article IX, Section 4 (President votes to break tie only). The post of Executive Adviser shall be filled by the immediate Past President.

### **Section 2. Appointment of Technical Advisers and Section Representatives**

The Chairman of each geographical section of the Society shall designate one eligible member of the Society to act as a Section Representative on the Board of Directors. The elected Officers shall appoint two

eligible members of the Society to act as Technical Advisers on the Board of Directors. Tenure of the Technical Advisers and the Section Representatives will be the same as the elected officers.

### **Section 3. Directors' Meetings**

Regular meetings of the Board of Directors shall be held monthly at a time and place to be coordinated by the President. Notification of the time and place shall be furnished to each Board member at least one week prior to such meeting.

Special meetings may be called by the President or by a majority of the Board members. Notice of special meetings shall be given at least 48 hours prior to said meeting.

A member of the Board of Directors who is unable to attend a meeting of the Board may authorize any member eligible under Article III, Section 10, to act as their proxy. Such authorization shall be presented in writing to the Secretary of the Society and shall be effective until canceled or suspended by a proxy of later date.

### **Section 4. Compensation**

Only the President or the President's designee may be reimbursed for expenses incurred in the conduct of Society business subject to prior approval by the Board of Directors.

### **Section 5. Availability of Minutes**

Minutes of Board meetings shall be available to members at their request.

## **ARTICLE IX** **GOVERNMENT**

### **Section 1. Supervision of Policies**

The Board of Directors shall establish the policies and supervise the management of the affairs of the Society in conformity with state and federal law and the Constitution of the Society.

### **Section 2. Quorum of the Board**

Six members of the Board of Directors shall be required for a quorum at any meeting of the Board.

### **Section 3. Officer Vacancy**

The Board of Directors shall fill any officer vacancy until the following election.

### **Section 4. Selection and Responsibilities of the President**

To prepare for accepting duties of President of The Society of Experimental Test Pilots, election of the member to fulfill this executive position will be made by proper election procedures of the membership one year in advance of the electee assuming the subject position. During the intermediary period the electee will serve as a member of the Board of Directors in the capacity of President-Elect.

The President shall be the Executive Officer of the Society and of the Board of Directors. While coordinating the activities of the Society, the President shall carry out the policies of the Board of Directors. The President shall not be a member of the Nominating Committee. The President shall be a non-voting member of all other committees except, the President shall be permitted to vote in case of a tie.

#### **Section 5. Responsibilities of the Vice-President**

The Vice-President shall assume such duties as assigned by the President and shall serve in the President's place during the latter's absence.

#### **Section 6. Responsibilities of the Secretary**

The Secretary shall be responsible for the membership records, sending out notices, preparing the agenda, and keeping minutes of the meetings of the Society and of the Board of Directors. The Secretary shall be responsible for preparing the ballots for the annual Society election which carry the nominations of the Nominating Committee and the membership. The Secretary shall be responsible for the Society Seal and all correspondence.

#### **Section 7. Responsibilities of the Treasurer**

The Treasurer shall be responsible for maintaining records of the financial affairs of the Society and shall be responsible for receiving, disbursing, or investing Society funds in accordance with procedures established by the Constitution and/or the Board of Directors. The accounting system used shall conform to modern accounting practices. The Treasurer shall be responsible for presenting quarterly financial reports to the Board of Directors. The Treasurer's financial reports shall be prepared by a Certified Public Accountant and reviewed by the Board of Directors. Copies of financial reports shall be made available to any member upon request.

#### **Section 8. Responsibilities of the Legal Officer**

The Legal Officer shall direct all legal matters pertaining to the Society.

#### **Section 9. Responsibilities of the Executive Adviser**

The Executive Adviser shall serve in a consultant capacity such that the Society may benefit from the experience of an immediate Past-President.

#### **Section 10. Fiscal Year**

The Fiscal year of the Society shall end on the 31st of December.

#### **Section 11. Spending of Funds**

Funds may be drawn only upon the signature of the Treasurer and/or such other persons as may be designated by the Board of Directors.

Any officer or committee chairman may spend up to \$50.00 during the fiscal year for items that contribute to fulfillment of the Society's aims and objectives. Expenses over this amount must be included in the annual budget as approved by the Board of Directors or must receive special approval by the Board of Directors.

## **Section 12. Government of all Members and Geographical Sections**

The SETP Board of Directors and International Headquarters shall act as the governing and administrative bodies of all members and geographical sections.

## **Section 13. Geographical Sections**

Geographical Sections shall be formed and operated in accordance with the existing Standard Operating Procedures as approved by the Board of Directors.

# **ARTICLE X SOCIETY MEETINGS**

## **Section 1. Annual Business Meeting**

The President shall present at the Annual Business Meeting of members, a report of the State of the Society with inputs from the Board of Directors and Chairmen of applicable Committees.

Installation of Officers for the ensuing year shall be held at this meeting.

The Society shall hold this meeting each year as close to October first as is practical at such place as determined by the Board of Directors. All members shall be notified of the Annual Business Meeting at least 30 days before the date of such meeting.

## **Section 2. Educational Meetings**

At least nine educational meetings of the Society shall be held during a calendar year. Members shall be notified at least 15 days in advance of each meeting.

## **Section 3. Special Business Meeting**

A special meeting shall be called by the Nominating Committee to present nominations for Officers for the ensuing year to afford the membership an opportunity to make nominations from the floor. This meeting shall be scheduled with due consideration for the time required to complete the election and prepare for installation of new Officers in conformance with the Constitution.

## **Section 4. Passing the Motion**

Every motion that shall come before a meeting of the Society, of the Board of Directors, or of any other committee shall be decided by a majority of the votes cast unless otherwise specified in this Constitution.

## **Section 5. Quorum**

A quorum for transaction of the Society's business at the Annual or Special Business Meetings of the membership shall consist of twenty percent or twenty-five of the eligible voting members of the Society, whichever is less.

## **Section 6. Meeting Attendance**

Attendance at educational meetings of the Society shall be open to the general public. Attendance at the Annual and Special Business Meetings shall be limited to the Society membership.

## **Section 7. Responsibility of Statements**

Statements made by speakers or authors are not to be construed as representing the opinion of the Society. The Society shall not be responsible for any statement or opinions given in papers or in discussions at meetings.

## **Section 8. Rules of Order**

Parliamentary rules as stipulated in "Robert's Rules of Order Revised" shall govern all meetings when not in conflict with this Constitution.

# **ARTICLE X I** **COMMITTEES**

## **Section 1. General**

Committees may be formed by the Board of Directors to implement the government of the Society and carry out its aims and objectives. With the exception of the Finance and Legal Committees, the Board of Directors selects the committee chairmen. It is desirable that an individual have served on a committee at least one year prior to appointment as chairman. The chairman of each committee selects committee members and presents them to the Board of Directors for approval. The nominal terms of office for the chairman and members are one and three years, respectively, though additional terms may be served if appointed. Through inactivity a committee chairman or member may be removed by the Board of Directors and Committee Chairman, respectively.

## **Section 2. Administration of Committees**

All committees will be administered according to Standard Operating Procedures unique to each committee. Committee SOP's will be maintained by committee chairmen and approved by the Board of Directors.

**ARTICLE X I I**  
**AMENDMENTS**

**Section 1. Motions**

Changes in this Constitution shall normally be initiated by the Board of Directors to be approved by the membership. Motions to amend the Constitution may be made to the Board of Directors by any Fellow, Associate Fellow, or Member.

**Section 2. Voting**

The Constitution may be amended, repealed or altered in whole or in part by two-thirds of the members voting. Each voting member shall receive a letter ballot unless the member consents to electronic balloting.

**ARTICLE X I I I**  
**AWARDS**

**Section 1. Iven C. Kincheloe Award**

- a. Purpose: The Iven C. Kincheloe Award is established in memory of Captain Iven C. Kincheloe, Jr., USAF, for the recognition of outstanding professional accomplishment in the conduct of flight testing.
- b. Criteria:
  - (1) Recipient must be a member of the Society.
  - (2) The accomplishment or at least a significant phase must have occurred during the past year (1 July to 1 July).
  - (3) The accomplishment must involve actual flight testing conducted by the individual and represent outstanding contribution to an aerospace flight program while acting as a test pilot thereon.
- c. Selection: The recipient will be selected as follows:
  - (1) Nominations will be solicited by the Board of Directors from the membership as well as any other source that would be in a knowledgeable position to make recommendations.
  - (2) The nominations will be screened in August at which time selection will be made by the Board of Directors.
- d. Presentation: The award will be presented at the Society's annual Awards Banquet.
- e. Description: The Iven C. Kincheloe trophy incorporates four columns supporting a large symbol of the Society and a symbolic aerospace vehicle all mounted on an onyx base. Around the sides of the base are plaques with the names of each year's winner. The columns represent courage, integrity, knowledge, and accomplishment, which help to make up the foundation upon which the Society is built. The symbolic aerospace vehicle points toward the shield of the Society and conveys the thought



that the aerospace industry is dependent upon the Society to share in the development of manned aerospace systems. The permanent trophy is the property of the Society, but each year's winner shall receive a small symbolic memento for retention.

## **Section 2. Ray E. Tenhoff Award**

- a. Purpose: The Ray E. Tenhoff Award is established in memory of the founder and first President of the Society to recognize the person presenting the most outstanding paper at the annual SETP symposium.
- b. Criteria:
  - (1) The award will be given for the best all-around presentation of a paper at the annual SETP symposium.
  - (2) Selection will be based on scientific or technical content, contribution to the SETP symposium theme, and effectiveness of material.
  - (3) The recipient need not necessarily be a member of the Society but must have personally presented the paper at the annual SETP symposium.
- c. Selection: The recipient will be selected as follows:
  - (1) The Society President or designated representative will appoint a committee composed of Society members to evaluate all presentations given at the annual SETP symposium.
  - (2) The committee will select the most outstanding presentation based on the established criteria and make a recommendation to the President on the proposed recipient.
- d. Presentation: The award will be presented at the annual SETP Awards Banquet.
- e. Description: The Ray E. Tenhoff Award consists of a small plaque and a cash honorarium, the amount to be determined from year to year by the Board of Directors.

## **Section 3. J. H. Doolittle Award**

- a. Purpose: The J. H. Doolittle Award is established in recognition of outstanding technical management or engineering achievement in aerospace technology by a member of the Society.
- b. Criteria:
  - (1) Recipient must be a living member of the Society.
  - (2) The accomplishment or at least a significant phase of it must occur while the recipient is a member of the Society.
  - (3) The accomplishment clearly must be in the technical management or engineering aspects of aerospace technology.

- c. Selection: The recipient will be selected as follows:
  - (1) Nominations will be solicited by the Board of Directors from the membership as well as any other source that would be in a knowledgeable position to make recommendations.
  - (2) The nominations will be screened in August at which time selection will be made by the Board of Directors.
- d. Presentation: The award will be presented at the Society's annual Awards Banquet.
- e. Description: The J. H. Doolittle Trophy is a bronze award mounted on a teakwood base. At the base of the award is a helmet and goggles symbolizing Jimmy Doolittle and the basic tools of the early test pilot. Above this the base has a form representing the scientist/engineer supporting the elements of technology. These are symbolized by a winged aero-dynamic shape. A spacecraft is embedded on top of the winged shape symbolizing the continued growth of the aerospace vehicle. From this spacecraft a figure which is half man and half winged, symbolizing the pilot, is seen in an attitude reaching forward. The entire structure is angled upward to give a feeling of stretching toward new goals. The permanent trophy is the property of the Society, but each year's winner shall receive a small symbolic memento for retention.

#### **Section 4. Revocation of Award**

The Society places great emphasis on the prestige and exclusiveness of their awards and takes great care to ensure the selection criteria are both fair and honorable. Every effort will be made by the Society to ensure each award is made in accordance with established rules, practices, and with proper vetting. An award bestowed by the Society, however, may be subject to subsequent revocation if it becomes evident that the nomination was a misrepresentation of fact and puts the legitimacy of the award in question.

If derogative or contradictory information is presented to the Society, it will be brought to the Board of Directors to decide if there is sufficient evidence to warrant an investigation. If it is the majority opinion of the Board of Directors that there is sufficient evidence to warrant an investigation, the President shall appoint an Investigating Board consisting of six members of the Society. All members of the Investigating Board must be members in the grade of at least Member and at least two of the members must be Fellows. The President of the Society shall designate the Chairman of the Investigating Board.

Any derogatory or contradictory information must be provided in writing and signed by the person providing the information. The awardee accused of a fraudulent misrepresentation shall be furnished with a copy of the contradictory information and shall be given ample opportunity to refute the information either in person or by counsel before the Investigating Board at a hearing to be called by the Board.

At least three members of the Investigating Board shall be present at any hearing under this Section. The hearing will be closed to other persons unless specifically invited to appear as witnesses by the Investigating Board or serving as the administrative secretary for the hearing. The Investigation Board will then meet to make their revocation ruling. Voting will be done by secret ballot. A vote for revocation by a minimum of two-thirds of the six-member Investigating Board shall be required for revocation of the award. In the absence of a two-thirds vote for revocation, the awardee shall retain the award.

**ARTICLE X I V**  
**SCHOLARSHIPS**

**Section 1. Administration of Scholarship Program**

The Society's scholarship program shall be administered by The Society of Experimental Test Pilots Scholarship Foundation, a non-profit organization incorporated in the State of California.

The Board of Directors of The Society of Experimental Test Pilots shall appoint members of the Board of Trustees of the Society of Experimental Test Pilots Scholarship Foundation when and as required by the Articles of Incorporation and By-Laws of The Society of Experimental Test Pilots Scholarship Foundation.

**Section 2. Appropriations for Scholarship Purposes**

The Board of Directors shall, upon completion of the annual audit required by Article IX, Section 7, and analysis of the Society's financial position and current operating requirements, determine the amount of funds, if any, appropriately available for scholarships and educational assistance. The amount thus determined shall be transferred in trust to The Society of Experimental Test Pilots Scholarship Foundation to provide scholarships and educational assistance pursuant to and consistent with the intent of guidelines approved by the Society's Board of Directors. The Board of Directors shall review such guidelines annually and incorporate any changes therein which may be essential to current requirements.

All gifts or contributions received by the Society which are designated by the donor for educational assistance or scholarship purposes of an eleemosynary nature, shall be transferred by the Treasurer to The Society of Experimental Test Pilots Scholarship Foundation for administration.

**ARTICLE X V SETP**  
**FOUNDATION**

**Section 1. Purpose and Scope**

The SETP Foundation shall be established, maintained and incorporated as an independent non-profit, charitable organization, whose primary purpose is to advance the mission of SETP by safeguarding its history and investing in its future.

**Section 2. Administration**

The Board of Directors of The Society of Experimental Test Pilots shall appoint members to the Board of Directors of The Society of Experimental Test Pilots Foundation when and as required by the Articles of Incorporation and By-Laws of The Society of Experimental Test Pilots Foundation.