

LANGLEY RESEARCH CENTER ALUMNI ASSOCIATION, INC.

POLICIES AND PROCEDURES

Approved at April 8, 2025 Board Meeting
(LAA Policy & Procedures 040825 Final.docx)

Introduction: The Langley Research Center Alumni Association (LAA) By-laws establish the purpose, membership, and management of the LAA. The purpose of the Policy and Procedures document is to provide guidelines regarding how the By-laws are implemented. Both documents can be updated as needed to reflect changes in the Langley Alumni Association.

In the event that a conflict should arise between these Policies and Procedures and the By-Laws, the By-Laws will always override these Policies and Procedures.

Changes to these Policies and Procedures may be amended by a majority of the Board of Directors. However any changes that are approved must be presented to the General Membership. In all cases the membership has the right to suggest modifications, or to propose new policies to the Board.

Policies

Policy I: Committees

The Board shall have the following Standing Committees: Membership Committee; Nominating Committee; LaRC NACA/NASA Hall of Honor Committee; Website and Newsletter Committee, Programs Committee and IT Committee. The President appoints the Standing Committee's Chairs and may also appoint Ad Hoc committees as deemed necessary.

Section 1 – Term of Office

The Chairs of the Standing Committees shall serve a term of one (1) year from the time of their appointment. They may be replaced by appointees of the President before their term expires. With the approval of the President they may be appointed for additional terms.

Section 2 – Duties of the Committees

1. Membership Committee

The Membership Committee, in cooperation with the Communication Officer and Treasurer, shall process membership applications, verify and document eligibility for membership, and manage the Activity Badge process and interface with

NASA LaRC. The committee also works with NASA LaRC to advise new retirees about the Alumni Association and recruit new members. The Membership Committee is responsible for maintaining the membership roster.

2. Nominating Committee

The Nominating Committee shall provide the membership with a slate of nominees for Member-at-Large positions when such positions become vacant. The Nominating Committee shall also provide a slate of nominees for Executive Committee positions and oversee all elections.

3. LaRC NACA/NASA Hall of Honor Committee

LaRC NACA/NASA Hall of Honor Committee, in partnership with the NASA Langley Research Center, shall develop a Hall of Honor (HoH), which provides a means by which distinguished Langley Research Center researchers and managers may be honored for their exemplary careers and contributions to NACA, NASA and the nation. The HoH also provides a focused opportunity for the local aerospace community to reflect on the contributions of these notable individuals who made enduring impacts on aerospace technologies.

4. Programs Committee

The Chair of the Programs Committee shall be the Vice President unless the President appoints another individual. The Programs Committee is responsible for scheduling speakers for the General Membership's meetings and organizing activities such as the Summer Picnic and Fall Luncheon as well as other activities as determined by the Board.

5. Website and Newsletter Committee

The Website and Newsletter Committee shall facilitate communications with members and manage publications. This Committee is responsible for updating and maintaining the website and publishing periodic newsletters.

6. Information Technology (IT) Committee

The IT Committee is responsible for the operation and maintenance of the Board's electronic devices. Its duties include: (1) preparation of Board laptop and coordination with NASA Langley conference support personnel for conduction of hybrid General and Board meetings; (2) recording of meetings; (3) storage of meeting recordings on appropriate publicly available website; (4) production of transcripts from recordings to include meeting start and end times, and meeting attendance; (5) maintenance of records@larcalumni.org email account; (6) administration and maintenance of digital records archival and other online

accounts such as Box, Microsoft, and Vimeo; and (7) facilitation of the archival of records produced by the LAA.

7. Ad Hoc Committees

Ad Hoc committees are authorized for a period of up to one (1) year at a time. Any LAA member can propose an Ad Hoc committee to the President. The Chairs of Ad Hoc committees are not eligible to vote on Board matters.

Policy II: Badges

Center Activity Badges may be issued to retired NASA civil service, contractor, and U. S. Army civil service employees who are members in good standing of the LAA and who require regular physical access to NASA Langley Research Center for the purpose of participating in LAA functions.

To request a new Activity Badge or to renew an Activity Badge the applicant or member agrees:

1. To regularly participate in LAA activities on-Center to include at least 1 LAA monthly meeting in each 6-month period.
2. To remain in good standing (dues paid).
3. That badges will not be renewed if a member has not paid dues as required or does not participate in LAA activities on-site on an ongoing basis, as documented by the member's name on the monthly meeting sign in sheets.

The applicant or member acknowledges that acceptable uses of the Activity Badge include physical Center access for participation in monthly meetings of the LAA and to support other LAA activities and Center functions open to the LAA. These may include education, outreach events, group tours, mentoring, Director's Holiday Social, social activities in the café/NACA room/Afterburner, Colloquia Series Lectures, and similar activities. The first floor of the IESB (B2102), the Fitness Center, and garden plots are generally open areas for access with the Activity Badge.

The Activity Badge may also be used for access to other buildings and other functions (for example a colleague retirement party in offices) provided that:

1. An invitation is extended by a NASA employee, and they understand that you must be ESCORTED within the facility as would be the case for access using a Visitor Badge. In other words, the NASA employee is responsible for you as if they had called in a Visitor Badge.

2. That you recognize that your presence represents the LAA and any security issue that may be created will reflect on the LAA and potentially have repercussions for the LAA. Note: If you are affiliated with other Langley Exchange Activities (e.g.; Fitness Center, Garden Club), then your presence on the Center for those functions represents those organizations.

Policy III: LAA MEMBERSHIP DEFINITIONS

1. Member
 - a. An individual admitted for membership to the LAA on a dues-paying status (yearly dues or lifetime member) or as an Honorary Member (dues not required).
 - b. And has not become a Past Member (see definition).
2. Good Standing
 - a. A member is in good standing if dues are paid (due January 31 each year). For the purposes of exercising LAA membership privileges (activity badges and access to organized group events), a member ceases to be in good standing if dues are not received during a grace period that ends March 31. Good standing does not guarantee issuance of an activity badge as additional criteria must be met (see badge policy).
 - b. Lifetime dues paid members, and honorary members, are considered dues paid for life.
 - c. Hypothetically, a member could be removed from good standing due to actions that harm or reflect poorly on the LAA and its relationship to the Langley Research Center. This situation has not yet occurred in the existence of the LAA and, should such a situation occur, we may institute appropriate review and process at that time.
3. Past Member
 - a. Members are considered past members (lose LAA membership) if yearly dues have not been paid for two (2) years.
 - b. For example, if no dues are paid in 2024 and not brought up to date in 2025, the member is considered a past member in January 2026.

Policy IV: COMMUNICATIONS

The Communications Officer maintains two separate distribution groups as follows:

1. Members
- 2: Past Members

The LAA maintains routine communications with the Members group. This includes meeting notices, special LAA events, request for assistance from LaRC, and any other activities that involve the operation of the LAA.

The Past Member group will not receive the routine communications of the Members group. The Communication Officer may send other emails to the Past Member group (newsletters or invitation to return to the LAA) at the discretion of the Communications Officer or requests from the other Officers or Board Members for special situations.

Policy V: Dues

Two (2) membership types exist: Annual and Lifetime. Annual member dues are Ten Dollars (\$10.00) per year which shall be paid to the Treasurer no later than January 31st of the current year. A Lifetime membership is \$100.

Annual dues are waived for new members in the calendar year that they join LAA. Annual dues shall be paid to the Treasurer no later than January 31st of each calendar year.

Procedures

The following Procedures are applied during the conduct of LAA activities.

Procedure 1: The LAA will strive towards organizing 10 General Membership meetings and 2 social events (summer/holidays) during the calendar year.

Procedure 2: Minutes for the General Membership and Board Meetings shall be recorded and submitted to the Board of Directors for approval prior to the next meetings. The Secretary will also circulate and collect a sign in sheet at each meeting and provide to the Membership Chair for purposes of documenting attendance for badge renewal purposes.

Procedure 3: Yearly Review: The Langley Alumni Association officer's Phone Numbers and Domain Addresses will be reviewed each year with the incoming Board members to ensure up to date information is available for effective communication.

Procedure 4: LAA will maintain an effective communication channel with the NASA Langley Liaison to ensure efficient coordination concerning the LAA use of NASA facilities and equipment such as: our use of the meeting facility, the loaner laptop (assigned to the IT committee), the idMAX/NAMS request, communication to the Center about our speakers, and badge processing.

Procedure 5: The LAA Treasurer shall develop a yearly detailed budget and present it to the Board at the 1st board meeting of the calendar year for approval by the Board. In addition, the budget should show any projected major expenses for the following three years.

Procedure 6: The Executive Board will execute the approved budget.

Procedure 7: The LAA is a Non-stock Corporation in the Commonwealth of Virginia and has received tax-exempt status from the IRS. Additionally, the LAA has received exemption from most, but not all VA sales taxes from the State Department of Taxation. The LAA is required to make reports to those Governmental entities because they are required by State and Federal Law. These reports shall be submitted by the LAA Treasurer or designee with the treasurer. The LAA Treasurer, our Registered Agent, shall report to the board when such submissions have been made.

The submissions include:

- a. Annual re-registration with the State Corporation Commission, with a \$25 annual registration fee (subject to change) by July 31st of each calendar year.
- b. Filing with the State Corporation Commission to update the current officers of the Corporation as required, on-line with no fee required. LAA procedure to complete within 30 days of any changes.
- c. Filing with the State Corporation Commission to change the Registered Agent as required, who must be a member of the Board or a lawyer, on-line with no fee required. LAA procedure to complete within 30 days of any changes.
- d. Filing Form 990N on-line with the IRS annually, no-fee required, however failure to file can result in the loss of our tax-exempt status. The filing must be done by May 15th each year.
- e. Re-registering with the State Department of Taxation to get a new Certificate of Tax Exemption as required by the current Certificate, which expires in December, 2027.

Procedure 8: The LAA Box account will be the primary method to store and archive records. At a minimum, key records will be kept on Box to include Member and Board monthly meeting charts, approved minutes from the two monthly meetings, rosters, membership applications, treasurer reports and supporting files, Bylaws and Policies and Procedures.

Approved Changes to the Policy and Procedures Document

November 12, 2024 File: LAA Policy & Procedures 111224 Final.doc
Document Created: The Langley Research Center Alumni Association (LAA) By-laws establish the purpose, membership, and management of the LAA. The purpose of the Policy and Procedures document is to provide guidelines regarding how the By-laws are implemented. Both documents can be updated as needed to reflect changes in the Langley Alumni Association.

April 8, 2025 File: LAA Policy & Procedures 040825 Final.doc
Document Change: Change in Policy III: LAA MEMBERSHIP DEFINITIONS/2a Good Standing. Grace period changed from June 30th to March 31st.