



AAAE Student Chapter Resource Manual

aaae.org/academic

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Introduction

The American Association of Airport Executives (AAAE) is the largest professional organization for airport professionals in the world, representing thousands of airport management personnel at public use airports nationwide. AAAE's primary goal is to assist airport professionals in fulfilling their responsibilities to the airports and communities they serve.

AAAE membership is truly representative of airport management throughout the country. It places equal emphasis on large and small airport concerns, reflecting a membership comprised of professionals from large, medium and small hub airports, as well as hundreds of managers from non-hub airports used exclusively by general aviation or commuter airlines.

AAAE was founded in 1928 to represent airport management throughout the United States. Each year since its founding, AAAE has held an annual meeting to bring airport managers together to discuss the latest problems and issues facing the industry. In 1954, the annual conference expanded to include exhibitors of airport services, products and equipment.

One of the most important events for AAAE was the formal adoption of a professional standards accreditation program in 1954. AAAE sponsors this professional Accreditation Program for airport professionals, who are Affiliate Members of AAAE. The professional membership requirements consist of a comprehensive written test, writing requirement, and an oral examination on a level comparable to other professional certifications. Upon successful completion of these requirements, the Accredited Airport Executive is admitted to the membership as an Executive Member and may use the initials A.A.E. after his/her name.

Since its inception in 1928, AAAE has continued to move forward and grow, not only in membership size but also in expertise. As the premier association of airport professionals in the world, AAAE has a voice that is heard in the industry and in government, which supports and develops the professional airport executive.

AAAE Student Chapter Program

In 1983, AAAE established a student chapter program for universities offering airport management and aviation-related degrees. Students participating in a student chapter as Academic Members are provided basically the same information and services as other members. The objectives of the student chapter program are:

1. To promote professional development and instill professional attitudes in students engaged in the study of airport development, administration, management and operation or in aviation-related fields.
2. To develop understanding on the part of the student that professional airport management embodies technical ability, integrity, responsibility, purpose and a desire to contribute to the strengthening of the profession.
3. To further the purposes and programs of AAAE as expressed in the Constitution and Bylaws of the American Association of Airport Executives.

Organizing a AAAE Student Chapter

A student group will be recognized as an official AAAE Student Chapter when it meets and maintains the following requirements:

1. At least one school faculty member agrees to sponsor the group and become its faculty advisor. This faculty member must at the time of serving be listed on current AAAE membership lists as an Executive, Affiliate, Executive Inactive or Participating member. The member must also be in good standing with the organization. A letter from the member confirming interest in serving as a faculty advisor is required.
2. The dean of the institution or another school official must send AAAE a letter of endorsement giving the school's official recognition of the Student Chapter.
3. The Student Chapter must have and maintain at least five (5) eligible dues paying academic members of National AAAE.
4. The Student Chapter President, Vice President, Secretary and Treasurer must all be members of National AAAE, counted toward the 5 total members.
5. A petition to be recognized as an official Student Chapter must be submitted to AAAE for approval. (See Appendix 2)
6. The prospective Student Chapter must submit Bylaws for approval to AAAE. (See Appendix 1)
7. The Student Chapter is required to present to the Academic Relations Committee an annual report (See Appendix 3) no later than the end of February each year.
8. In an effort to promote camaraderie, inclusiveness, and outreach within the academic aviation community, students at some aviation schools, in accordance with certain conditions as described herein, may elect to establish a partnership with another qualified school or schools. This partnership, in order to form an "Alliance Student Chapter" would be based on regional, academic, or other strategic considerations, so as to create a stable and dynamic AAAE Student Chapter, to the extent practicable.

AAAE Alliance Student Chapters

An Alliance Student Chapter will be recognized as an official AAAE Student Chapter by fulfilling the prerequisites for "Organizing an AAAE Student Chapter" as detailed above. Additionally, it must meet and maintain the following additional requirements:

1. **Formation Eligibility:**

An Alliance Student Chapter may be formed to accommodate students from one or more college-level aviation/airport management programs at an accredited institution of higher learning, including but not limited to:

- Recently established aviation/airport management programs (formed within the last 3-5 years).
- Aviation/airport management programs at schools with a smaller student population.
- Aviation/airport management schools at community colleges, technical schools, or other eligible two-year universities which offer a degree in airport management or aviation-related fields.

Each Alliance Student Chapter school must be an accredited institution of higher learning and have a

defined and published airport management program or aviation-related curriculum and course of study.

2. **Regional Proximity:**

Alliance Student Chapters must have a reasonable regional proximity to their host/partner school(s). This facilitates participation in meetings, events, fundraisers and social activities, except in cases where the Academic Relations Committee grants an exception due to mitigating circumstances.

3. **Institutional Endorsement:**

Alliance Student Chapters must have the approval of a faculty advisor to mentor the Chapter. Additionally, they must obtain a written endorsement from the Dean, aviation program department director, or other school official from each "Alliance" partner school prior to establishing an Alliance Student Chapter. Copies of these endorsements must be provided to AAAE before approval is granted.

4. **Host School Designation:**

One of the Alliance Student Chapter schools must agree to serve as the "host" school responsible for hosting meetings, managing correspondence, and related administrative tasks. This school shall be clearly identified as the host school in the Alliance Student Chapter Bylaws.

5. **Face-to-Face Interaction:**

Alliance Student Chapters must provide for regular face-to-face interaction amongst its partner Chapter members. While video conferencing, e-mail, and/or social media are valuable communication tools, they alone do not fulfill the interpersonal networking and organizational team-building objectives of a thriving AAAE Student Chapter, except when approved by the Academic Relations Committee.

6. **Evaluation for Autonomy:**

Alliance Student Chapters should, at least annually, evaluate whether one or more of the partner schools has developed or matured sufficiently to establish itself as an independent and autonomous Student Chapter of AAAE. Schools that meet the criteria from Item 1 above should strive to establish themselves as a separate and autonomous AAAE Student Chapter. The Alliance Student Chapter may serve as an incubator to nurture schools' growth into their distinct Student Chapter of AAAE.

Relationship With AAAE

The Academic Relations Committee will coordinate with AAAE regional chapters to identify volunteers who will serve as liaisons for student chapters within their respective regions. The AAAE staff liaison to the Academic Relations Committee will provide regional liaisons with a list of all student chapters in their area, along with the contact information for their faculty advisors.

Academic advisors and AAAE Regional Chapter liaisons should work together to support student chapters and discuss at least the following objectives for the upcoming academic year:

- Planning student chapter events, including meetings, networking opportunities, and professional development activities.
- Assist in arranging any speakers, tours, symposiums, fundraisers, and other relevant programming.
- Keep student members informed about opportunities to participate in industry seminars, workshops, conferences, and other educational events.

- Facilitate student involvement at the regional and national levels in the airport industry through volunteer opportunities, internships, mentorship programs, and engagement with AAAE committees.
- Ensure strong and ongoing communication between the student chapter, its faculty advisor, AAAE regional chapters, and the national AAAE organization to maximize resources and opportunities for students.

Academic and Student Chapter Membership Benefits

The AAAE Academic Relations Committee and AAAE staff liaison are dedicated to assisting each Student Chapter. As Academic Members of AAAE, students will receive the following membership benefits:

- Attend AAAE-sponsored conferences, educational seminars, and webinars at discounted student member rates.
- Academic Graduate members may enroll in the Certified Member Program.
- Access to the Hub, AAAE's online community where members can share industry insights, ask questions, exchange best practices, and connect with aviation professionals worldwide. (<https://hub.aaae.org>)
- Online access to the AAAE Membership Directory (found in the AAAE Hub) and AAAE Vendor Search (<http://aaaevendorsearch.com>).
- A well-established Government Affairs program providing members with the latest information on federal, regulatory and environmental issues affecting airports.
- Conference and seminar materials from AAAE events.
- Discounted school subscription to AAAE's ANTNDigicast (<https://antndigicast.com>).
- AAAE's information library is a comprehensive resource for airport management information. These resources including A.A.E. management papers, webinars, whitepapers, and more, can be found in the AAAE Hub.
- Discounted AAAE membership rate for faculty advisors.

Note: Some of these benefits may involve additional fees

In addition, the following benefits are available to all AAAE Student Chapters in good standing. These benefits will be effective March 1 for Student Chapters whose Annual Reports are received no later than February 28th of each academic year.

- One (1) free registration to the AAAE Annual Conference & Exposition for a Student Chapter Faculty Advisor (transferable to another faculty member from the same institution who is also a dues paying member of AAAE).
- Two (2) free individual registrations to the AAAE Annual Conference & Exposition for the student chapter members (e.g., Chapter President and Vice President, or as determined by the chapter)
- Student chapters receive six (6) half price registrations per year (to be used March 1 – February 28). These certificates provide 50% off of the early-bird registration rate for (spouse rate excluded) for the AAAE Annual Conference, or 50% off the member rate for any AAAE Domestic Conference.

Organizational Structure of AAAE Student Chapters

Chapter Officers

Each student chapter shall consist of at least the following officers:

- President
- Vice President
- Secretary/Treasurer (This position may be split into separate **Secretary** and **Treasurer** roles.)

Additional officer positions may be created as needed through an amendment to the chapter's Bylaws. Examples include Membership, Publicity, Internships, Social, Regional Chapter Liaison, Fundraising, etc.

Faculty Advisor

Each university must have a Faculty Advisor who is an active Executive, Affiliate, Executive Inactive or Participating member of AAAE. The Faculty Advisor serves as the primary liaison between AAAE and the Student Chapter and should work closely with chapter officers to ensure alignment with AAAE guidelines. Both the Faculty Advisor and Chapter Officers should be well-versed in Article V of the Student Chapter Bylaws, which outlines the limitations placed on Student Chapters.

Suggested Committees

The Chapter President, with the approval of the officers, is encouraged to appoint committees to support the Chapter's activities. At a minimum, the following committees are recommended: Membership Committee, Program/Meetings Committee, and Finance Committee. Additional committees may be added as needed as membership and participation grow.

Membership Committee

The Membership Committee is responsible for recruiting and retaining chapter members. The Committee should:

- Meet regularly to discuss membership promotion strategies.
- Organize a membership drive at the beginning of each academic semester, in coordination with the Faculty Advisor and Program Committee.
- Provide regular reports to the Chapter Executive Committee on membership activities.

Program/Meetings Committee

This committee, appointed by the Chapter President, is responsible for organizing chapter meetings and programs. Successful Student Chapters are often those with an active and productive Program/Meetings Committee. Chapters are encouraged to hold a minimum of six (6) program meetings per year. These may include:

- Guest speaker presentations
- Field trips to airports or aviation-related businesses
- Panel discussions on airport management
- Attendance at regional or national AAAE conferences
- Participation in planning the annual academic conference

Finance Committee

The Finance Committee oversees the chapter's financial activities, including:

- Fundraising – Organizing events and initiatives to raise funds for chapter activities.
- Budgeting – Approving or denying fund requests from committees or chapter officers.
- Financial Reporting – Assisting the Treasurer in preparing financial reports and maintaining transparency.

Executive Committee

The Executive Committee, as outlined in the Student Chapter Bylaws, consists of the elected officers and committee chairs. The Chapter President presides over Executive Committee meetings, where the Treasurer, Secretary and Committee Chairs should submit regular reports on their activities. The Executive Committee, along with the Faculty Advisor, is responsible for setting the strategic direction of the chapter; overseeing chapter activities; and gathering feedback from chapter members to ensure the chapter meets student needs.

Student Chapter Bylaws

Each Student Chapter is required to establish Bylaws that govern its operations.

- Appendix 1 provides a template to assist in drafting initial Bylaws. However, it is understood that this template may need adjustments to align with the specific requirements of individual universities.
- AAAE approval is required before a Student Chapter may conduct any official business under the AAAE name.
- Any modifications to existing Bylaws must also be submitted to and approved by AAAE before they take effect.

Initial Bylaws and any subsequent revisions should be forwarded to:

American Association of Airport Executives
Academic Relations Committee Staff Contact
601 Madison St
Alexandria, VA 22314

Helpful Suggestions

Membership Drives

An effort should be made at the beginning of each academic semester to recruit new members for the Student Chapter. The Membership Committee should lead this effort by:

- Personally reaching out to potential members, particularly in aviation-related and complementary disciplines such as accounting, finance, business management, fire protection, journalism, and engineering.
- Visiting classrooms during the first two weeks of school to introduce AAAE, highlight membership benefits, and encourage participation.
- Providing transportation assistance for students without vehicles to attend meetings and events.
- Hosting socially engaging membership drives in locations that encourage interaction, such as a local restaurant with a private meeting space.

- Using posters, flyers, social media, and school newspaper advertisements to increase visibility and awareness.

💡 Pro Tip: Personal, one-on-one engagement is the most effective recruitment strategy!

Regional & National AAAE Involvement

Student Chapter members are encouraged to engage with AAAE at the regional and national levels. This can include attending regional and national business sessions, networking events, and exhibits to connect with professionals or joining AAAE committees to stay up to date on current trends and issues in the industry.

Participating in these events not only enhances career development but also strengthens the Student Chapter's connection to the broader aviation industry.

Faculty & Academic Advisor Support

The Faculty Advisor plays a critical role in the success of the Student Chapter. Advisors should:

- Actively engage with AAAE at both regional and national levels to stay informed about conferences, internships, job opportunities, and industry developments.
- Share relevant opportunities with students and encourage their participation in AAAE events.
- Support Student Chapter growth and sustainability by helping officers navigate leadership responsibilities.

Social Media

Student Chapters are encouraged to share their activities and achievements on social media to increase visibility and engagement. Create informative and interactive posts, announce upcoming meetings, connect with other chapters and show the community what makes your chapter special. Don't forget to tag AAAE National (@aaaedelivers) in posts to showcase your chapter's involvement. Suggestions for content could include:

- Guest speaker events
- Airport tours and site visits
- Networking and social activities
- Conferences and professional development experiences
- Fundraising and community outreach efforts

Feedback & Suggestions

AAAE values continuous improvement and welcomes feedback or suggestions for updates to this handbook. Your input helps ensure that this handbook remains a valuable resource for all AAAE Student Chapters. If you have recommendations for additional content, clarifications, or best practices to share, please reach out to:

American Association of Airport Executives
 Academic Relations Staff Contact
 601 Madison St
 Alexandria, VA 22314
member.services@aaae.org

Appendix 1 - Bylaws

American Association of Airport Executives _____ University Student Chapter Bylaws

ARTICLE I

NAME

The name of the organization shall be the _____ Chapter of the American Association of Airport Executives, Inc. The official abbreviation of the American Association of Airport Executives, Inc., is AAAE.

ARTICLE II

PURPOSE

The purpose of the chapter shall be as follows.

- Section 1. To encourage professionalism in the administration of airports through the acquisition of knowledge.
- Section 2. To establish and develop interchange of information and experience in the development, maintenance and operations of airports with the national organization and with other Student Chapters.
- Section 3. To represent airports and the airport management profession and to cooperate with other on-campus organizations for the general benefit of aviation.
- Section 4. To establish both social and business relationships with people in the field of airport management and its allied professions.
- Section 5. To aid organizational members in furthering their careers and to prepare students to make effective contributions to the aviation industry through internships, seminars, airport tours, guest speakers, and other activities.

ARTICLE III

MEMBERSHIP

Section 1. The membership of the Chapter shall be open to all persons, regardless of age, race, religion, gender, disabilities, or national origin, who are eligible for any one of the classes or membership defined in this article.

Section 2. The chapter shall be comprised of the following membership classes:

Academic Member - Any student enrolled at _____ University who is a national member of AAAE. They are eligible to run for elected offices, head working committees and vote on official chapter business.

Local Member - Any student, faculty, or staff member who is not a national AAAE member. They may vote but are not eligible to hold any office in the Student Chapter.

Other Members - Members of the national organization of AAAE who do not qualify for academic membership. These members are not eligible to vote or hold office, except that they may hold the position of Faculty Advisor.

- Section 3. The Chapter Secretary shall maintain a current list of all members by classification.
- Section 4. The dues for each class of membership shall be in accordance with a schedule of dues established and amended by a majority vote of the entire Chapter membership.
- Section 5. Chapter dues shall be paid on a semester/annual basis before the deadline established by the Executive Committee. Any member failing to pay dues by the established deadline shall forfeit membership in the Chapter and be dropped from the membership lists.
- Section 6. Any local or academic member who attends at least 65% of the scheduled functions throughout the semester and is classified as a member in good standing.
- Section 7. Academic members in good standing are each entitled to one vote on Chapter business.
- Section 8. Ten percent of the Chapter membership constitutes a quorum for the purpose of voting and official business requiring a quorum.

ARTICLE IV

OFFICERS, COMMITTEES, ADVISORS

- Section 1. OFFICERS - The officers shall consist of the President, Vice-President, and Secretary/Treasurer. No person shall be an officer who, at the time of election, is not an Academic Member. No student shall be elected to an office while serving a school suspension. No student shall be on academic or disciplinary probation while serving as an officer.
- A. The President shall:
- Preside over all meetings
 - Have authorization to sign all legal documents, including monetary transactions
 - Call special meetings
 - Serve as an ex-officio member of all committees
 - Complete and submit a Student Chapter annual report by February 28th of each year
- B. The Vice-President shall:
- Carry out the duties of the president in the absence of the President
 - Coordinate the work of committees
 - Act as parliamentarian
 - Carry out any other duties the President may request
- C. The Secretary/Treasurer shall:
- Keep records, reports and minutes of all meetings
 - Organize and maintain the organizational files and records
 - Be in charge of membership files

- Collect all money due to the organization and disperse money as needed
- Keep accurate, up-to-date records of all the organization's financial transactions
- See that all financial obligations are met

Section 2. COMMITTEES - The Committee heads shall not be on academic or disciplinary probation. No student shall serve on a committee while serving a school suspension. Committee heads shall be formed as needed by the appointed by the Executive Committee.

- Executive Committee - Shall consist of each Chapter Officer and committee chairperson. They shall perform their assigned officer duties, and any other duties assigned by the President.
- Hospitality Committee - Responsible for welcoming guest speakers and assisting them with the acquisition of transportation and/or accommodations. Also responsible for organizing any Chapter social activities.
- Publicity Committee - Responsible for Chapter newsletter, submitting press releases and meeting notices to local media, and on-campus advertising of all Chapter activities.
- Historical Committee - Maintain the history of Chapter activities with both print and photographic documentation.
- Alumni-Tracking - Responsible for initiating and maintaining contacts with alumni associated with the Chapter and the airport profession.
- Constitution Committee - Shall be convened once a year to review the constitution and Bylaws.

Section 3. ADVISOR - The advisor shall be a member of the national AAAE organization and also on faculty at the Chapter's sponsoring University. The advisor shall be subject to all rules set forth in the University regulations and is not eligible to vote or hold office.

Section 4. REMOVAL FROM OFFICE - Any officer elected by the membership may be removed from office by a majority membership vote. Any member appointed as chairman of a working committee may be removed by a majority vote of the Executive Committee.

ARTICLE V ELECTIONS

Section 1. Nominations shall be held on the next to the last meeting of the Spring semester. Elections shall be held at the last meeting of the Spring Semester for officers serving the following year.

Section 2. One-half of the membership shall constitute a quorum for elections.

Section 3. Elections shall be by secret ballot if so requested by any member. Installation of officers shall be at the last meeting of the spring semester.

Section 4. Should a vacancy occur in a position before the completion of the term in office, the Executive Committee shall call a special election at the next scheduled meeting. The same procedures for a normal election will apply for a special election.

Section 5. Term of office for all officers shall be one year, with no limit on the number of terms served.

ARTICLE VI MEETINGS

Section 1. Meetings shall be held as often as deemed necessary by the Executive Committee.

Section 2. Authority to call special meetings is vested in the Executive Committee.

Section 3. The types of meetings shall be:

- A. Orientation Meeting - The first business meeting of the semester, held to inform new members about the Chapter and about AAAE. This meeting is open to all students, staff, faculty and guests.
- B. Business Meeting - A meeting for the purpose of elections, announcements, voting on proposals, and other business. Usually includes a guest speaker or some type of presentation. This meeting is open to all Chapter members and prospective members.
- C. Special Meeting - Special gatherings and events for the purpose of socializing and/or presenting guest speakers or VIPs in a more social environment. These events are open to Chapter members in good standing.
- D. Executive Meetings - A meeting of the Executive Committee for the purpose of carrying out operations of the Chapter. The meeting is confidential and open only to officers, committee chairpersons, and the advisor.
- E. Committee Meetings - Conducted for the purpose of carrying out committee responsibilities. These meetings shall be held at the discretion of the chairperson.

ARTICLE VII

DUES

Section 1. Dues shall be set by the Executive Committee.

Section 2. All dues are payable on or before the deadline established by the Executive Committee.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

Jeanne's rules of order shall govern the conduct of all meetings and prevail over all cases not covered by the Bylaws.

ARTICLE IX

AMENDMENTS

Section 1. Recommendations for amendments to the Bylaws of the Chapter may be submitted at any business meeting.

Section 2. Any recommendation for amendments shall be submitted in writing to the membership at least fourteen days before a vote can be taken. The vote will be held at a meeting designated by the President.

Section 3. To become effective, an amendment must be accepted by no less than one-half of the members present and voting.

Appendix 2 - Recognition Petition Template

Petition for Establishment and Recognition AAAE Student Chapter Program

1. Name and title of individual preparing this petition
2. Proposed student chapter name
3. Sponsoring institution
4. Chapter mailing address
5. Anticipated date of first chapter business meeting
6. Charter officers (Name/Title)
7. Charter members (minimum of 5 required)
8. Total number of chapter members
9. Outline of tentative activities planned for upcoming year (attach extra sheets if needed)
10. Faculty advisor (name/title/ mailing address/telephone number)
11. If an **Alliance Student Chapter**, identify the host school, all partner schools, and include the following information:
 - A. Reason or purpose for forming an Alliance Chapter, and the proposed host and partner schools that will make up the Chapter.
 - B. Written approval from the proposed Alliance Chapter faculty advisor to serve as faculty advisor for the proposed Chapter.
 - C. A letter of endorsement from the Dean or aviation program department director from each participating school endorsing the formation of an Alliance Student Chapter, as per the proposed Student Chapter Bylaws.
 - D. Authorization from the proposed "host" school of its willingness to serve in that capacity.
12. Petitions for Establishment and Recognition of an American Association of Airport Executives (AAAE) Alliance Student Chapter will be returned to AAAE at the address below. The Chair of the Academic Relations Committee will designate at least three (3) Executive Members of the Committee to serve on an "Alliance Student Chapter Subcommittee," who will, on a case by case basis, review and approve the Petitions based on the information provided by the proposed Alliance Student Chapter, and the criteria established in this Handbook.

Return to: American Association of Airport Executives
Academic Relations Staff Contact
601 Madison St
Alexandria, VA 22314

Appendix 3 - Chapter Annual Report Template

AAAE Student Chapter Annual Report

General Information

Date:

Annual Report for Academic Year:

Student Chapter and School:

If an Alliance Chapter School, identify the host and all partner schools:

Chapter Mailing Address:

Chapter Email Address:

Website:

Social Media Links:

Current Officers:

Faculty Advisor

President

Vice President

Secretary

Treasurer

Other

Approximate Date of Officer Transition:

Number of AAAE National Academic Members:

Total Chapter Members:

Chapter Dues:

Paid by Semester or Year?

Please include a roster of members with first and last names, email addresses, and year in school.

Recent and Future Activities *(continue on a separate page if needed)*

	Date	Program/Topic	Location	Attendance
1.				
2.				
3.				
4.				

Copies of this report are due from each student chapter no later than February 28th of each year.

Send reports to:

American Association of Airport Executives
Academic Relations Committee Staff Contact
601 Madison St
Alexandria, VA 22314