

SDAA Member Projects Committee Charter

Article I: Name and Purpose

1. **Name:** The committee shall be known as the "SDAA Project Proposal Review Committee" (hereinafter referred to as "the Committee").
 2. **Purpose:** The Committee is established to review, evaluate, and recommend action on project proposals submitted by SDAA members. The goal is to ensure fair, transparent, and strategic allocation of SDAA resources, including funding from the recently received endowment.
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Article II: Authority and Responsibilities

1. **Authority:**
 - The Committee operates under the direction of the SDAA Board of Directors ("the Board") and has the authority to assess and recommend project approvals or rejections.
 - Final approval of projects rests with the Board.
 2. **Responsibilities:**
 - Establish and maintain a standardized **proposal review process**.
 - Evaluate proposals based on **alignment with SDAA's mission**, feasibility, and impact.
 - Provide **clear and constructive feedback** to proposers.
 - Ensure compliance with **financial, ethical, and operational guidelines**.
 - Monitor approved projects to ensure successful execution and accountability.
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Article III: Membership and Structure

1. **Composition:**
 - The Committee shall consist of **9-11 members**, including a Chairperson appointed by the Board.
 - At least **one Board member** shall serve as a liaison.

- Members shall have expertise in **finance, scientific research, outreach, or project management.**
2. **Terms and Appointments:**
- Members shall serve for a **renewable two-year term.**
 - The Board shall approve appointments and removals as needed.
3. **Roles and Duties:**
- **Chairperson:** Oversees meetings, facilitates discussions, and reports to the Board.
 - **Secretary:** Documents meetings, maintains records, and communicates decisions.
 - **General Members:** Review proposals, contribute evaluations, and provide recommendations.
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Article IV: Meetings and Decision-Making

1. **Meeting Frequency:**
- The Committee shall meet **monthly** to review proposals.
 - **Quarterly meetings** will include a strategic assessment of funded projects.
2. **Decision Process:**
- Proposals will be assessed using a **standardized scoring system.**
 - A majority vote is required to approve or recommend modifications to a proposal.
 - Rejected proposals will receive **feedback and guidance** for resubmission if appropriate.
3. **Quorum:**
- A quorum shall consist of **at least 50% of committee members**, including the Chairperson or Secretary.
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Article V: Proposal Submission and Evaluation Criteria

1. **Submission Process:**
- Members submit proposals through the SDAA Foundation's official online form.

- Incomplete proposals will not be considered until all required information is provided.

2. Evaluation Criteria:

- **Relevance:** Does the proposal align with SDAA's mission and strategic goals?
 - **Feasibility:** Is the project realistic given available resources and expertise?
 - **Impact:** What benefits does the project provide to SDAA and the astronomy community?
 - **Budget:** Are costs justified and sustainable?
 - **Timeline:** Can the project be completed within a reasonable timeframe?
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Article VI: Reporting and Accountability

1. Reporting to the Board:

- The Committee shall submit a **monthly report** summarizing reviewed proposals, recommendations, and project statuses.
- A **quarterly review** shall assess the effectiveness of funded projects.

2. Record Keeping:

- All proposals, decisions, and meeting minutes shall be documented and archived.
 - Transparency shall be maintained through periodic updates to SDAA members.
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Article VII: Amendments and Dissolution

1. Amendments:

- Changes to this charter require approval from the Board.

2. Dissolution:

- The Committee may be dissolved by a majority Board vote if deemed unnecessary or redundant.
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Approval and Adoption This charter shall take effect upon approval by the SDAA Board of Directors

