

The Glenn Research Center Small Business Advisory Council (GRC SBAC)

Vision:

To promote collaboration between regional Small Businesses to: play a vital role in NASA's mission, and mobilizes the growth of small businesses across GRC's science, engineering, and technology disciplines. The GRC SBAC collaborates with, and complements the GRC Small Business Office and supports the broader goals of the NASA Office of Small Business Programs to increase Small Business participation across NASA contracts.

Mission:

To promote small business interests, opportunities and growth in the Glenn Research Center contracting environment. The Council establishes an environment that promotes and communicates the consensus views of small businesses to Glenn Research Center management, Small Business Office and Procurement Division.

Goals:

1. Inform Small Businesses of Glenn Research Center of procurement opportunities for small business prime contracts or subcontracting
2. Develop strategies for Small Businesses to grow in the northeast Ohio region surrounding Glenn Research Center
3. Develop opportunities for Small Businesses to learn more about Glenn Research Center mission and goals.

Bylaws

GRC Small Business Advisory Council (GRC SBAC)

1.0 GRC SBAC Organization

- 1.1 Membership** - Membership is open to Small Businesses who are prime contractors or subcontractors under GRC contracts for which they qualify as SB based on the contract/subcontract NAICS code.
- 1.2 Regular Meetings** Regular meetings of the GRC SBAC are held on a monthly basis and hosted by a volunteering GRC SBAC Member organization at the location of their corporate headquarters, or at such other place as determined by that organization. Meetings can be held via teleconference or video conference as well.
- 1.3 Officers** - The management of all the affairs, property, and interests of the GRC SBAC shall be vested in Officers consisting of three (3) persons. The GRC SBAC Officers are elected at the November meeting of the GRC SBAC and serve a 1-year term in their respective positions beginning January 1 of the following year. All officers serving in a given term must be from unaffiliated companies. The elected GRC SBAC Officer positions consist of the following:
- a. **Chairperson** - The GRC SBAC Chairperson shall preside over all monthly meetings of the GRC SBAC, shall have general supervision of the affairs of the GRC SBAC, shall be responsible for establishing meeting agenda's and coordinating participation of guest speakers, shall be responsible for planning and coordinating the GRC Small Business Office with the help of the other officers, and shall perform such other duties as are incident to the office or are properly required by the GRC SBO.
 - b. **Vice Chairperson** - During the absence or disability of the GRC SBAC Chairperson, the Vice Chairperson shall exercise all the functions of the GRC SBAC Chairperson. In addition, the Vice Chairperson shall coordinate the participation of the GRC SBAC in Small Business outreach activities. Furthermore, the Vice Chairperson shall assist in the planning and coordination of the activities in conjunction with the GRC Small Business Office.
 - c. **Secretary** - The Secretary shall keep minutes of all meetings, record action items, and shall make such reports and perform such other duties as required by the office, or are properly required of the Secretary and maintain all records. Prior to adjournment, the Secretary will go over said action items. Minutes of the meetings shall be distributed to the GRC SBAC Chairperson and the GRC Small Business Specialist within two weeks after the meetings, upon which the GRC SBAC Chairperson should distribute the minutes to all GRC SBAC members within 4 weeks after the meetings.

Nominations, including self-nomination, shall be solicited 60 days prior to the start of the officer terms each calendar year, and publicized to the then-current

members. Election of officers shall be by secret ballot vote of the member companies, with one vote allowed per company.

- 1.4 **Vacancies** - All vacancies in the Officer positions, which result in an unfilled time period of greater than 12 months, whether caused by resignation, death or otherwise, may be filled by the affirmative vote of a majority of the members of the GRC SBAC. For a vacancy, which results in an unexpired period of less than 12 months, the GRC SBAC Officers may be filled by appointment. An officer elected or appointed to fill any vacancy shall hold office for the unexpired term of his or her predecessor and until a successor is elected and qualified.
- 1.5 **Communications** – The GRC SBAC (in coordination with the GRC SBO) maintains a master list of GRC SBAC member company names and Points of Contact (POC) to facilitate small business information sharing, meeting notices, and meeting minutes.
- 1.6 **Bylaw Revisions** - The Bylaws will be reviewed annually, after the elections, to ensure the Council is meeting the intended purpose. Suggested revisions to the Bylaws and/or any operational guidelines, including dissolution of the Council, may be recommended by any member.

Approval of proposed Bylaw revisions will require a two-thirds vote majority of all submitted votes from member representatives.

Disclaimer

Any contractor can decline to participate in any activity that may cause legal or marketing concerns for that company(ies).