

The John C. Stennis NASA Space Center Stennis Business Council (SBC)

Vision: A thriving technology ecosystem where federal, state, and private partners of all sizes work together to further the mission of NASA Stennis and tenant agencies.

Mission: To promote and facilitate the exchange of information and best practices as it relates to the growth and expansion of small business endeavors in the area surrounding NASA's Stennis Space Center.

Goals:

1. Inform local small companies of business opportunities and strategic partnerships in and around Stennis Space Center
2. Provide a forum where federal agencies (NASA and NASA tenants) can publicly present information relevant to the procurement environment in the local area and within their respective agencies
3. Connect small businesses with the information and training they need to excel

SBC By-Laws

Article 1: Organization

1. Membership – Membership in the SBC is open to any company with products/services relevant to the NASA Stennis mission or the mission of Stennis tenant agencies that also is committed to the betterment of the procurement environment for small businesses.
2. Officers – Officers of the SBC shall consist of a Chair, Vice Chair, Secretary, and Outreach/Education Chair. The Chair and the Outreach/Education Chair shall be the Program Director at the Mississippi Enterprise for Technology (MSET) and an MSET employee to be designated, respectively. The Vice Chair and Secretary shall be elected at the Fall meeting and serve for a 2-year term. Term begins January 1.
3. Vacancies – Vacancies in the Vice Chair and Secretary positions shall be filled by a majority vote of the SBC membership.
4. Regular Meetings – The SBC will hold regularly scheduled quarterly meetings with additional ad hoc meetings scheduled as needed, held with proper notice.

Article 2: Consortium Officers

1. Chair – Program Director at MSET serves as Chair for the SBC. Duties include:
 - a. Presiding at SBC meetings and have general supervision over all activities of the SBC, including establishing agenda and speakers
 - b. Coordinating with other efforts associated with small business outreach and NASA's Office of Small Business Programs for Stennis Space Center.
2. Vice Chair – Elected from the SBC membership, Vice Chair duties include:
 - a. Function as Chair when Chair unable to perform duties
 - b. Assisting Chair with any Action Items identified at quarterly meetings
 - c. Assisting Chair is identifying relevant topics for quarterly or ad hoc meetings
3. Secretary – Elected from the SBC membership, Secretary duties include:
 - a. Creating and maintaining agendas for all quarterly and ad hoc meetings
 - b. Recording minutes from all meetings

- c. Disseminating minutes to membership within 4 weeks of meeting and ensure minutes are preserved
- 4. Outreach/Educations Coordinator – A designated MSET employee will serve in this position. Duties include:
 - a. Identifying relevant programs, agencies, training, or other information deemed of interest to the membership and work with officers to incorporate into meeting agendas
 - b. Coordinating and conducting programs identified in a.
- 5. Delegation of Authorities – In general, officer duties cannot be delegated, except under emergency circumstances. When necessary, the Chair can delegate duties to other officers or other members willing to serve in the role.
- 6. Vacancies – All vacancies are filled by majority vote of the membership attending the meeting where the vote is taken.

Article 3: Records– Agendas and minutes will be taken and maintained by Secretary and will be passed to their successor.

Article 4: Amendments – Any SBC member has the opportunity to make, alter, amend, or repeal the ByLaws of the SBC. Proposed amendments must be submitted in writing two quarterly meetings prior to vote. Ratification of any amendments must be made by majority vote of the membership attending the meeting where the vote is taken.