

**The George C. Marshall Space Flight Center (MSFC) Small Business Executive Leadership Team (SBELT)**

**Vision:**

To inspire Small Businesses to play a vital role in NASA's mission, specifically to develop technologies, provide services and manufacturing in support of the Marshall Space Flight Center and NASA's mission.

**Mission:**

To represent, protect, and grow the interests of Small Business in the Marshall Space Flight Center procurement process.

**Goals:**

1. Inform Small Businesses of Marshall Space Flight Center procurement opportunities, provide training and legislative/regulation updates as they pertain to Small Businesses .
2. Promote and share ideas for the development of strategies to support Small Businesses growth.
3. Provide opportunities for Small Businesses to excel (e.g., training assistance from the primes, short courses from subject matter experts, Joint Council Initiatives, etc.).
4. Ensure Small Businesses are aware of NASA initiatives such as Diversity, Equity, Inclusion and Accessibility (DEIA).

The following pages are the "Bylaws" used by the MSFC SBELT to administer our programs.

## **Bylaws**

### **MSFC Small Business Executive Leadership Team (SBELT)**

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#### **ARTICLE I**

##### **SBELT Organization**

- 1.1 Membership** - Membership of a company is based on winning or previously holding a small business prime contract at MSFC. Additionally, a provision is made to invite past chairs of the SBELT to membership even if they no longer meet the aforementioned categories; as long as they are still employed by a small business.
- 1.2 Officers** - The management of all the affairs, property, and interests of the MSFC SBELT shall be vested in Officers consisting of four (4) positions. The SBELT Officers are nominated and

elected during the calendar year fourth quarter and serve a 2-year term in their respective positions beginning January 1 of the following year. One vote is available for each SBELT Company. The elected SBELT Officer positions consist of the following:

- 1.2.1 Chairperson
- 1.2.2 Vice Chairperson
- 1.2.3 Secretary
- 1.2.4 Events Coordinator

**1.3 Vacancies** - All vacancies in the Officer positions, may be filled by a majority of the votes cast by SBELT members. Open Officer positions will be communicated to SBELT member companies. 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.

**1.4 Regular Meetings** Regular meetings of the SBELT are held on a bi-monthly basis and generally hosted by a volunteering SBELT Member organization at the location of their corporate headquarters, or at such other place as determined by that organization. However, meetings may be hosted virtually or as a hybrid meeting with both virtual and in person attendees. In addition to the bi-monthly meetings, there may be other ad-hoc, off-site meetings, held, with proper notice.

**1.5 Marshall Small Business Alliance (MSBA)** – The SBELT assists the MSFC Office of Small Business Programs (OSBP) in the planning and coordination of semi-annual MSBA meeting. The SBELT coordinates directly with the OSBP to schedule presenters from the federal government, private industry, elected officials, and non-profit organizations. In addition to assisting in the coordination of this event, the SBELT is also responsible for securing financial sponsors for each event, and coordinating the transactions between the sponsors and the host venue. The purpose of the MSBA is to provide industry with maximum exposure to the NASA/MSFC marketplace, and allow for networking among those in attendance.

**1.6 Joint Counseling Initiative (JCI).** The SBELT works in conjunction with the Marshall Prime Contractors Supplier Council (MPCSC) and MSFC OSBP to facilitate several Joint Counseling (JC) sessions each quarter. JC sessions were designed to showcase small businesses who have indicated an interest in pursuing MSFC work. The SBELT is responsible for coordinating the Service-related sessions, and MPCSC for the Manufacturing-related session.

**1.7 Legislative Updates** – The SBELT provides legislative updates to members during the regularly scheduled meetings and annual offsite.

**1.8 Other Committees** - The Officers may appoint, from time to time, from the SBELT Membership, standing or temporary committees consisting each of no fewer than two (2) members. Such committees may be vested with such powers as the Officers may determine by resolution passed by a majority of the SBELT Members. All committees shall report back to the SBELT the results of their deliberations and recommendations.

**1.9 Communications** – The SBELT (in coordination with the MSFC OSBP) maintains a master list of SBELT member company names and Points of Contact (POC) to facilitate small business information sharing, meeting notices, and meeting minutes.

## **ARTICLE II**

### **SBELT Officers**

**2.1 SBELT Chairperson** - The SBELT Chairperson shall preside over all bi-monthly meetings of the SBELT, shall have general supervision of the affairs of the SBELT, shall be responsible for establishing meeting agenda's and coordinating participation of guest speakers, shall be responsible for planning and coordinating the MSBA 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 MSFC OSBP. The SBELT Chairperson shall provide advice and guidance to the incoming SBELT Council after the end of their term.

**2.2 SBELT Vice Chairperson** - During the absence or disability of the SBELT Chairperson, the Vice Chairperson shall exercise all the functions of the SBELT Chairperson. In addition, the Vice Chairperson shall coordinate the participation of the SBELT in Small Business outreach activities. Furthermore, the Vice Chairperson shall assist in the planning and coordination of the JCI in conjunction with the OSBP and MPCSC. The SBELT Vice Chairperson shall have such powers and discharge such duties as may be assigned to him or her from time to time by the SBELT Chairperson, or SBELT Membership at large.

**2.3 Secretary** - The Secretary shall maintain an archive of all SBELT meeting Agendas, meeting slides, record action items from planning meetings, and perform other duties as are incident to the office, or are properly required of the Secretary and maintain all records. The Secretary shall assist the Chairperson as requested with SBELT meeting preparations i.e., Speaker invitations, etc.

**2.4 Events Coordinator** – The Events Coordinator is responsible for planning activities including SBELT bi-monthly meeting sites, virtual meeting setup, social events, sponsorship for the MSBA, additional events that arise over the course of each year, and the yearly SBELT Offsite. NOTE – it is the policy of the SBELT to not process any financial transactions.

**2.5 Delegation** - If any officer of the organization is temporarily absent or unable to act, and no other person is authorized to act in such officer's place by the provisions of these Bylaws, the SBELT Chairperson may from time to time delegate the powers or duties of such officer to any other officer or any other person he/she may select.

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## **ARTICLE III**

### **Records**

The SBELT organization shall keep governing documents, records, and recordings of the organization and the Secretary shall maintain such records, passing them to their successor at the change of office.

## **ARTICLE IV**

### **Amendments**

The SBELT Members shall have the power to make, alter, amend, and repeal the Bylaws of this organization; provided, that the SBELT will not approve any such alteration, amendment, or repeal that would adversely impact the Vision, Mission and Goals of the SBELT organization. Such alteration, amendment, or repeal shall first have received the approval of a simple majority of the SBELT members present at a regular meeting. The membership will be notified of any Bylaw modifications to be voted on prior to the SBELT meeting.

Adopted by resolution of the SBELT Membership on \_\_\_\_\_, 2022.

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SBELT Chairperson