



Aerospace Medicine Association

Policy and Procedures Manual

July 2011

The Aerospace Medical Association
320 S. Henry Street, Alexandria, VA 22314
Phone: (703) 739-2240; Fax: (703) 739-9652
website: www.asma.org

Aerospace Medical Association Policy and Procedures Manual

Table of Contents

1. Introduction.....	6
1.1. History and Status	6
1.2. Vision Statement	7
1.3. Mission Statement.....	7
2. Principles.....	7
2.1. Guiding Principles	7
2.2. Goals	8
2.3. Objectives	8
3. Governance and Structure.....	8
3.1. Council.....	9
3.1.1. Functions and Responsibilities of Council Members.....	10
3.1.2. Standard of Service	11
3.1.3. General Expectations and Responsibilities	11
3.2. Executive Committee.....	13
3.2.1. President.....	17
3.2.2. President-Elect	18
3.2.3. Vice Presidents.....	18
3.2.4. Secretary	22
3.2.5. Treasurer	22
3.2.6. Executive Director	22
3.2.7. Appointed Members.....	23
3.3. Nominations for Elected Officers	23
3.4. Committees	24
3.4.1. Appointment/Composition.....	24
3.4.2. Committee Meetings	25
3.4.3. Procedures.....	25
3.4.4. Reporting.....	25
3.5. Standing Committees	25

3.5.1. Aerospace Human Factors Committee.....	25
3.5.2. Air Transport Medicine Committee	25
3.5.3. Aviation Safety Committee.....	26
3.5.4. Awards Committee	27
3.5.5. Bylaws Committee	29
3.5.6. Communications Committee.....	30
3.5.7. Corporate and Sustaining Membership Committee	30
3.5.8. Education and Training Committee	31
3.5.9. Finance Committee	32
3.5.10. History and Archives Committee.....	32
3.5.11. International Activities Committee	33
3.5.12. Membership Committee.....	34
3.5.13. Nominating Committee.....	34
3.5.14. Resolutions Committee	35
3.5.15. Science and Technology Committee.....	36
3.6. Annual Scientific Meeting Committees	36
3.6.1. Arrangements Committee	36
3.6.2. Scientific Program Committee.....	37
3.6.2.1 Abstract Submission, Review, and Cancellation	37
3.6.3. Registration Committee	38
3.7. Constituent and Affiliated Organizations	39
3.7.1. Constituent Organizations.....	39
3.7.2. Affiliate Organizations.....	40
3.8. Parliamentarian	40
3.9. Aerospace Medicine Regent	41
3.10. American Medical Association Delegate(s).....	41
4. Membership	41
4.1. General.....	41
4.2. Membership Categories	41
4.3. Member Benefits.....	42
4.4. Protecting Members' Information.....	42
5. Fellowship.....	42

5.1. Fellows.....	42
5.2. Fellows Group Organizational Structure	43
5.2.1. Fellows Group Leadership and Committees	43
5.2.1.1. Chair of the Fellows Group.....	43
5.2.1.2. Fellows Executive Committee	43
5.2.1.3. Fellows Evaluation Committee.....	43
5.2.1.4. Fellows Nominating Committee.....	43
5.2.1.5. Fellows Arrangements Committee	43
5.3. Elections.....	44
5.3.1. Fellows Election Process Milestones	44
5.4. Associate Fellows	48
5.4.1. Associate Fellows Officers	48
5.4.2. Committees	48
5.4.2.1. Ellingson Award Committee.....	48
5.4.2.2. Informatics Committee	49
5.4.2.3. Program Committee	49
5.4.2.4. Membership Committee.....	49
5.4.2.5. Merchandising Committee.....	50
5.4.2.6. Nominations Committee	50
5.4.2.7. Reception Committee.....	51
5.5. Honorary Fellows.....	51
6. Public Policy	51
6.1. Official Letters	51
6.2. Resolutions.....	51
6.3. Position Papers.....	52
7. Administrative Policies	52
7.1. General.....	52
7.2. Certification Boards	52
7.3. The Association Home Office.....	53
8. Ethics Policy	54
9. Conflict of Interest Policy	54
10. Confidentiality Policy	58
11. Policy and Procedures Manual.....	58

11.1. General.....	58
11.2. Maintenance.....	58
11.3. Revision	59
Appendix I: Aerospace Medical Association Council Members.....	60
Appendix II: Aerospace Medical Association Executive Committee Members	62
Appendix III: Aerospace Medical Association Home Office Staff.....	63
Appendix IV: Aerospace Medical Association Committees	64
Appendix V: Aerospace Medical Association (AsMA) Standing Committee Action Plan Template	65
Appendix VI: Aerospace Medical Association Constituent Organizations.....	71
Appendix VII: Aerospace Medical Association (AsMA) Constituent Organization Action Plan Template	72
Appendix VIII: Aerospace Medical Association Affiliate Organizations.....	78
Appendix IX: Aerospace Medical Association Core Curriculum Process	79

1. Introduction

This manual is intended for the use of Association members and any other parties interested in a concise, current and complete guide to the organizational policies and operational procedures of the Aerospace Medical Association (the Association). Organizational policies are statements of intentions: the 'what' and 'why' of the Association. Operational procedures are the specific methods to pursue those desires: the 'who', 'how', 'where', and 'when' of the Association's members. This manual is designed to explain both and to be a dynamic and easily amended document that provides a "Users Guide to the Association".

While the manual is intended for easy access and understanding of Association functioning for all, it should be particularly useful to any of those who hold a position of responsibility within the Association (whether in an elected, appointed or volunteer position). It is the responsibility of each Association member to review the contents of the manual. It is essential that each member entrusted with Association business understand and contribute to the manual. It is also a resource for any non-member individuals or organizations with an interest in Association matters.

The organizational policies referred to in this manual do not include Association positions on legislative, regulatory or scientific matters: the organizational policies are intended to define the Association's intent. Association operational procedures are intended to ensure the efficient and effective functioning of the Association and facilitate its development of positions pertaining to questions of aviation, space and environmental medicine generally.

The manual seeks to conform to all ethical and legal standards applicable to its area of interest. Amendments or suggestions for improvement are welcome from all sources and should be directed as defined within the manual.

The Executive Director maintains a separate policy and procedure manual governing the operations of the HQ office at the Association headquarters in Alexandria, VA. Access to that manual is available upon request.

1.1. History and Status

The Aerospace Medical Association (The Association) was founded in 1929 under the guidance of Louis H. Bauer, M.D., the first medical director of the Aeronautics Branch of the Department of Commerce (which later became the FAA). Dr. Bauer and his associates dedicated themselves and the new Association to the "dissemination of information as will enhance the accuracy of their specialized art, thereby affording a greater guarantee of safety to the public and the pilot, alike; and to cooperate in furthering the progress of aeronautics in the United States." From the 1929 organizational meeting of 29 "aeromedical examiners," the Association has grown to its current stature with membership from around the world. It has extended its area of interest to space and to related environmental matters.

The Association is the world's largest professional association for aviation, space, and environmental medicine. The Association membership is inclusive for any with shared interests in these fields. It includes physicians, scientists, nurses, physiologists, psychologists, human factors engineers, medical technicians, students and other researchers in this field. Most members are associated with the civil aviation and space industry, national aviation certification authorities (such as the FAA), national space organizations (such as NASA), numerous national military organizations (such as the U.S. Department of Defense), and universities worldwide.

As expected for an association with global interests, a major portion of the Association membership is international. Members are present from numerous international organizations, global businesses, research institutions and governments.

The Association provides its expertise to a multitude of international and U.S. federal agencies on a broad range of issues relating to aviation and space medical standards, the physiological stresses of aviation and space flight, adaptation to changing and expanding related technologies in the air, in space and on the ground. Through the dedicated efforts of the Association members, man's overall adaptation to adverse environments has been expanded and specifically, the safety in flight has been improved.

The Aerospace Medical Association conducts the world's largest Annual Scientific Meeting dedicated to aviation, space and environmental medicine. It publishes peer-reviewed research in its official journal, *Aviation, Space, and Environmental Medicine* (formerly *Aerospace Medicine*).

1.2. Vision Statement

The international leader in Aviation, Space, and Environmental Medicine.

1.3. Mission Statement

Apply and advance scientific knowledge to promote and enhance the health, safety and performance of those involved in aerospace and related activities.

2. Principles

The Association holds these principles: It exists to ensure the highest ethical standards as they apply to the application and advancement of scientific knowledge to man's adaptation and exploitation of the environment, and to relations among members with these shared interests. It seeks to advance and enrich the professional lives of its members.

2.1. Guiding Principles

The Aerospace Medical Association will:

- Be the internationally recognized authority in aerospace medicine;
- Be an advocate for the advancement of aerospace medicine;
- Provide value-added services to all members;
- Provide a forum to integrate all of the aerospace medicine disciplines;
- Facilitate members' contributions to the field and the organization.

2.2. Goals

The Association has four overriding strategic goals:

- Provide governance of the Association to maintain a sound financial structure and ensure continuity of the Association;
- Provide opportunities for education and promote research;
- Provide members opportunities for professional growth and development;
- Represent the discipline of Aerospace Medicine to professional, commercial and governmental organizations, and advocate policies and standards.

2.3. Objectives

The Association has three organizational objectives:

- To advance the frontiers of Aerospace Medicine;
- To ensure the highest levels of safety and health in aviation and aerospace operations;
- To establish and maintain cooperation between the medical, biological, engineering, and other sciences concerned with aviation, space, and environmental research and programs, as well as to promote the exchange of information on Aerospace Medicine to industry and the general public.

To achieve these objectives, the Association:

- Provides the world's largest and most comprehensive annual meeting in the aerospace medical sciences;
- Publishes *Aviation, Space, and Environmental Medicine* (formerly *Aerospace Medicine*), a monthly journal of the aerospace medical sciences, including peer-reviewed original research articles, abstracts from the annual scientific meeting and book reviews. Other regular features include letters to the editor, aerospace medicine reviews, editorials, news items, a meetings calendar and news of members;
- Provides a worldwide opportunity for meaningful professional dialogue and easy exchange of information with scientists and engineers;
- Conducts a public affairs program to advocate aerospace medicine issues with other professional organizations and governmental institutions.

3. Governance and Structure

The Association is governed by its membership in accordance with the Bylaws by the selection/election of members of the Council (with 39 members), its executive officers (12 members) and representatives of its Constituent organizations (11 members).

The Council includes the President, President-elect, immediate Past President, 4 Vice Presidents, Secretary, Treasurer, Executive Director (*ex officio* without vote), 12 members at large, 1 member selected by each of the 11 Constituent Organizations, the Regent for Aerospace Medicine of the American College of Preventive Medicine, a representative from the Fellows Group, a representative from the Associate Fellows Group, the Parliamentarian (*ex officio* without vote), the *Aviation, Space, and Environmental Medicine* Editor-in-Chief (*ex officio* without vote), and a student or resident representative selected by the Aerospace Medicine Student and Resident Organization.

The Executive Committee consists of the President, the President-elect, the four Vice Presidents, the Secretary, the Treasurer, the Executive Director (*ex officio* without vote), and three members of the Council nominated by the President and approved by Council.

The President is the Chief Executive Officer of the Association.

Committees recommend program directions and policies to the Council for action. The President appoints committee chairs who serve for three-year terms. Council meets twice during the spring Annual Scientific meeting and once in the fall.

The Executive Committee has the authority to exercise all functions of the Council between annual meetings of the Association and when the Council is not in session.

3.1. Council

Mission: The Council of the Aerospace Medical Association is the governing body of the Association and establishes organizational policy. The Council is vested with the management of the funds, properties, and the affairs of the Association and acts in the capacity of a Board of Directors. It has the authority to approve proposed budgets, authorize expenditures, seek and accept contributions, authorize contracts in the name of the Association, define and promote the activities of the Association, approve applications for constituency or affiliation with the Association, determine special classifications of membership and the eligibility of applicants for membership, authorize employment of auditors, and provide for issuance and distribution of the official educational scientific publications of the Association, including the official journal of the Association. The Council approves the appointment of an Executive Director and the Editor-in-Chief of the official journal of the Association, or any other Association educational or scientific journal or other publication, upon recommendation of the Executive Committee.

Members (39; 36 voting members; 40% quorum requires 16 voting members present):

- President
- President-elect
- Immediate Past President

- Vice President, Education and Research
- Vice President, Member Services
- Vice President, Representation and Advocacy
- Vice President, International Services
- Secretary
- Treasurer
- Members-at-Large (12)
 - Four members-at-large with terms expiring in one year
 - Four members-at-large with terms expiring in two years
 - Four members-at-large with terms expiring in three years
- Constituent Organization Representatives (11)
 - Aerospace Human Factors Association
 - Aerospace Nursing Society
 - Aerospace Physiology Society
 - Airlines Medical Directors Association
 - American Society of Aerospace Medicine Specialists
 - International Association of Military Flight Surgeon Pilots
 - Life Sciences and Biomedical Engineering Branch
 - Society of U.S. Air Force Flight Surgeons
 - Society of U. S. Naval Flight Surgeons
 - Space Medicine Association
 - U.S. Army Aviation Medical Association
- Fellows Representative
- Associate Fellows Representative
- Aerospace Medical Student/Resident Organization Representative
- Aerospace Medicine Regent

Ex-Officio Members

- Editor-in-Chief, *Aviation, Space and Environmental Medicine* (without vote)
- Parliamentarian (without vote)
- Executive Director (without vote)

3.1.1. Functions and Responsibilities of Council Members

The Council is the policy making body of the Association within the limitations set forth in the Bylaws. As the policy-making body for the Association, members of Council have ultimate responsibility for the management of the affairs of the Association. They are expected to bring a sincere conviction that the Association performs a critical function and plays an important role in advancing the field of aerospace medicine as defined in the Bylaws of the Association and are expected to always act in the best interest of the Association. Members of Council of the Aerospace Medical Association are the primary force in enabling the organization to achieve its mission and goals, realize its opportunities and fulfill its obligations to the members of the Association.

Members of Council must be willing to commit time to the activities of the Association, including attendance at Council meetings, acceptance of committee assignments and committee work, and adequate preparation for committee meetings and Council discussions.

3.1.2. Standard of Service

Each member of the Association Council voluntarily assumes their position as a matter of professional duty undertaken on the basis of professional status and commitment to the field of aerospace medicine. Recommendations and decisions should be based on the best available scientific/medical evidence. The member will not utilize their position on Council for personal gain or to directly benefit the organization they represent.

3.1.3. General Expectations and Responsibilities

Service

- Prepare for and attend semi-annual Council meetings, ordinarily held in the fall immediately before the Scientific Program Committee meeting and twice during the Annual Scientific meeting in the spring. Expenses incurred in conjunction with attending these Council meetings are not reimbursed;
- Serve in leadership positions and accept committee assignments willingly. Active participation in at least one committee is expected;
- Abide by the Bylaws and policies of the Association;
- Represent the Council and the Association in an independent and professional manner.

Policy and Programs

- Participate knowledgeably in the establishment and development of basic policies, programs and services that will further the goals and objectives of the Association;
- Set program priorities, provide fiscal oversight and ensure that adequate resources are available and directed toward priorities;

Fiscal and Fiduciary

- Work to ensure the long-term financial stability and integrity of the Association;
- Work to ensure that the Association adheres to established financial policies;
- Read and understand the Association's financial statements;
- Assist in ensuring the adequacy of resources to meet current and long-term needs.

Development

- Assist in efforts to increase the membership in the Association;
- Assist in efforts to provide adequate resources for Association programs

Evaluation

- Participate in the Association's periodic assessment of its performance and recommend improvements in such areas as governance, organization, responsibilities, and services provided;
- Participate in appointing, supporting, and monitoring the performance of the Executive Director.

Annual Timeline (Post Annual Scientific Meeting)

- June
 - Secretary and Executive Director draft Council Meeting minutes and distribute to Council members for review and comments
 - Secretary and Executive Director draft minutes of Annual Business Meeting and distribute to Council members for review and comments
 - Secretary and Executive Director draft minutes of the Joint Council Meeting and distribute to Council members for review and comments
 - Executive Director ensures the highlights of the Council Meeting minutes and the Annual Business Meeting minutes are published in *Aviation, Space and Environmental Medicine*
 - Council members begin working assigned action items
 - Council members ensure Executive Director has accurate contact information
 - Executive Director builds new Council roster provides copy to all Council members
 - Executive Director ensures the Council list posted on the Association website is accurate
 - Vice Presidents ensure assigned Standing Committees provide Executive Director a list of committee members names and contact information
 - Executive Director updates Standing Committee membership on the Association website and in the IMPak database
 - Constituent Organization representatives provides Executive Director the contact information for their organization's leadership
- July/August
 - President, Executive Director, Annual Scientific Meeting planning contractor, the Wing President and FAA Education Liaison travel to site for the next year's Annual Scientific Meeting to conduct site survey
- November
 - Vice Presidents ensure assigned committees provide a report to the Executive Director
 - Treasurer provides financial report to Executive Director
 - Constituent Organization representatives provide a report from their Constituent Organization to the Executive Director

- *Aviation, Space and Environmental Medicine* Editor-in-Chief provides a report to the Executive Director
- Fellows representative provides a report to the Executive Director
- Associate Fellows representative provides a report to the Executive Director
- Aerospace Medicine Regent provides a report to the Executive Director
- Aerospace Medical Student/Resident Organization representative provides a report to the Executive Director
- Council meets
- Executive Director works with the Association journal staff to build marketing documents and guides for the next Association Annual Scientific Program
- December
 - Secretary and Executive Director draft the Council Meeting minutes and distribute to Council members for review and comments
 - Council members work assigned action items
- April
 - Executive Director prepares agendas for Council and Business meetings
 - Executive Director collects and distributes meeting materials to Council
- May
 - Annual Scientific Meeting
 - Council meets on Sunday of Annual Scientific Meeting week
 - Council facilitates the Association Annual Business Meeting during lunch on Tuesday of Annual Scientific Meeting week
 - Joint Council Meeting conducted on Wednesday morning of Annual Scientific Meeting week

3.2. Executive Committee

Mission: The Executive Committee has the authority to exercise all functions of the Council between annual meetings of the Association and when the Council is not in session. The Executive Committee typically meets in February/March and August/September of each year.

Members (12; 11 voting members; majority quorum requires 6 voting members present):

- President
- President-elect
- Vice President, Education and Research
- Vice President, Member Services
- Vice President, Representation and Advocacy
- Vice President, International Services
- Secretary
- Treasurer
- Three members of the Council (nominated by the President and approved by Council)
- Executive Director (without vote)

Responsibilities of the President

- Appoint individuals to the Standing Committees and manage the progress of these committees. Forms ad-hoc committees for new projects as the need arises
- Works with the Executive Director and Vice Presidents to establish the Council's strategic plan and agenda for the Association
- Identifies appropriate speakers for the Bauer and Armstrong lectures
- Works with the Executive Director, the Meeting Planning Contractor and Executive Committee members to evaluate multiple Association meeting site proposals and select one that best meets the Association's meeting requirements

Responsibilities of the President-Elect

- Serve as the Vice President for Governance
- Provide updates on all assigned initiatives
- Coordinate reports from:
 - Executive Director
 - Treasurer/Finance Committee
 - Bylaws Committee
 - Ad hoc Long Range Planning Committee
- Lead the Executive Committee in the absence of the President

Responsibilities of the Vice President for Education and Research

- Provide updates on all assigned initiatives
- Coordinate reports from:
 - Editor-in-Chief of the *Aviation, Space and Environmental Medicine*
 - Managing Editor of the *Aviation, Space and Environmental Medicine*
 - Annual Scientific Meeting General Chair (Executive Director)
 - Scientific Program Committee
 - Aerospace Human Factors Committee
 - Aviation Safety Committee
 - Education and Training Committee
 - History and Archives Committee
 - Science and Technology Committee

Responsibilities of the Vice President for Member Services

- Provide updates on all assigned initiatives
- Coordinate reports from:
 - Awards Committee
 - Membership Committee
 - Corporate and Sustaining Membership Committee

Responsibilities of the Vice President for Representation and Advocacy

- Provide updates on all assigned initiatives
- Coordinate reports from:
 - Executive Director on Association Outreach
 - American Medical Association Delegates on AMA activities
 - Air Transport Medicine Committee
 - Communications Committee
 - Resolutions Committee

Responsibilities of the Vice President for International Services

- Provide updates on all assigned initiatives
- Coordinate reports from:
 - International Activities Committee

Responsibilities of the Executive Director

- Coordinates meeting dates, times and location with the President and the Association Meeting Planning Contractor.
- Notifies Executive Committee members of meetings and informs them of agenda requirements.
- Facilitates the Executive Committee meetings in support of the President.
- Completes minutes for the meetings and coordinates draft minutes with the Secretary for modifications and signature.
- Ensures meeting invoices are paid in a timely manner.
- Distributes important information with the Executive Committee throughout the year.

Annual Timeline (Post Annual Scientific Meeting)

- June
 - President communicates vision, goals and objectives for the coming year
 - President develops theme for next Annual Scientific Meeting
 - President begins process for identifying Bauer and Armstrong lecturers for next Annual Scientific meeting
 - ED sends letters of appreciation to corporate sponsors, Bauer/Armstrong lecturers and host city vendors that supported the meeting
 - ED completes analysis of meeting evaluation forms – provides analysis to Executive Committee and Chair, Education and Training Committee
- July

- ED works with Executive Committee and the Chair, Scientific Program Committee to determine the scientific focus areas for the next Annual Scientific Meeting – scientific focus areas based on analysis of meeting evaluation forms
- ED works with Executive Committee and the Chair, Scientific Program Committee to establish the learning objectives
- ED coordinates dates/location with President for the August Executive Committee meeting
- ED coordinates draft Executive Committee meeting agenda with Executive Committee
- ED coordinates contract with northern VA hotel to host November Council meeting and Scientific Program Committee abstract review
- August
 - ED provides Executive Committee members advance copies of materials for the Executive Committee meeting
 - Executive Committee meets
- September
 - ED coordinates draft Executive Committee meeting minutes with Secretary
 - ED coordinates distribution and review of draft Executive Committee meeting minutes with Executive Committee members
- November
 - ED ensures arrangements for Council Meeting and Scientific Program Committee abstract review
 - Council meets
 - Scientific Program Committee completes abstract peer-review and builds scientific program for next Annual Scientific Meeting
- December
 - ED coordinates dates/location with President for February/March Executive Committee meeting
- January
 - ED coordinates draft Executive Committee meeting agenda with Executive Committee
- February
 - Executive Committee meets
- March
 - ED coordinates draft Executive Committee meeting minutes with Secretary
 - ED coordinates distribution and review of draft Executive Committee meeting minutes with Executive Committee members
- April
 - ED prepares agendas for Council and Business meetings
 - ED distributes meeting materials to Council

- May
 - Annual Scientific Meeting

3.2.1. President

General Description: Provides leadership and direction to position the Association at the forefront of the industry. Develops and executes a strategic plan in concert with the Executive Committee and Council to advance the mission and goals of the Association. Oversees the Association's operations to insure efficiency, quality service and cost effective management of resources.

- Duties and responsibilities:
 - Presides at all meetings of the Association.
 - Executive Committee- February/March and August/September time frames
 - Council - Annual meeting (May) and mid-year (November)
 - Develops agendas for association meetings in concert with the Executive Director
 - Conducts meetings in accordance with parliamentary procedure.
 - Votes in case of a tie.
 - Serves as ex-officio non-voting member of all committees
 - Appoints committee chairs and monitors progress of committees.
 - Creates ad hoc committees and working groups and assigns tasks as needed.
 - Directs an annual performance review of the Executive Director with the assistance of the Executive Committee.
 - Provides guidance, and monitors accountabilities of the officers of the Association to insure compliance with established policies.
 - Offers assistance in an advisory capacity, when necessary, to other Executive Committee members.
 - Plans, develops and implements strategies for generating resources and revenues for the Association, in concert with the Executive Director and the Executive Committee.
 - Serves as a spokesperson for the Association, in selected venues, and represents the Association before other professional bodies.
 - Promotes the Association to local, national and international constituencies.
 - Writes President's page for the monthly journal.
 - Selects speakers for the Louis H. Bauer and Harry G. Armstrong lectures for the annual meeting.
 - Reviews and evaluates the Association meeting site proposals, in concert with the Executive Director, meeting planner contractors and the Executive Committee, and makes site selection.
 - Participates in the site visit during the month of July, in preparation for the annual meeting in May, the following year.
 - Hosts the President's reception at the annual meeting.

- In coordination with the Executive Director and Treasurer, signs official documents and papers on behalf of the Association. (Only the ED and Treasurer of the Association can sign financial documents for the Association. (Can sign letters on behalf of the Association when appropriate)

3.2.2. President-Elect

General Description: The President-Elect shall become familiar with the duties of the President and shall perform such other functions as the President may designate. In the event that the President is incapacitated or otherwise unable to act, the President-Elect shall perform the functions of and act as President for the period of such incapacity. As Vice President of Governance, oversees three standing committees and one ad hoc committee: (1) Bylaws, (2) Finance, (3) Nominating, and the ad hoc Long Range Planning Committee.

□ Duties and responsibilities:

- Assists in the development of agendas for Association meetings in concert with the President and Executive Director
- Assists the President to conduct meetings in accordance with parliamentary procedure.
- Serves as the Vice President in charge of Governance for the Association
- Appoints committee chairs and monitors progress of assigned committees.
- Provides guidance, and monitors accountabilities of the officers of the Association to insure compliance with established policies.
- Offers assistance in an advisory capacity, when necessary, to other executive committee members.
- Plans, develops and implements strategies for generating resources and revenues for the Association, in concert with the President, Executive Director and the Executive Committee.
- Assists the President to promote the Association to local, national and international constituencies.
- Reviews and evaluates the Association meeting site proposals, in concert with the President, Executive Director, meeting planner contractors and the Executive Committee, and makes site selection.

3.2.3. Vice Presidents

General description: The four Vice Presidents are responsible for coordinating the efforts of the committees assigned to them and such other tasks as assigned by the President.

3.2.3.1. Vice President, Education and Research

General Description: Provides leadership and direction in communication of information within the Association (between Association members and between Association groups) for reports emanating from Editor-in-Chief of the *Aviation, Space and Environmental Medicine*; Managing Editor of *Aviation, Space and Environmental Medicine*; Scientific Program Committee; Annual Scientific Meeting General Chair (Executive Director). Oversees five standing committees: Aerospace Human Factors Committee; Aviation Safety Committee; Education and Training Committee; History and Archives Committee; Science and Technology Committee. Monitors activities relating to CME and MOC as accomplished by the Education and Training Committee.

□ Duties and Responsibilities:

- Oversees and provides guidance and tracking of the activities of the Aerospace Human Factors Committee, Aviation Safety Committee, Education and Training Committee, History and Archives Committee, and Science and Technology Committee.
- Serves as an ex-officio non-voting member on the committees.
- Selects committee chairs in concurrence with the President, for each of the five committees.
- Collects and assesses committee reports and action plans on the five committees.
- Encourages and provides guidance of the five committees in performance of studies and reports and position papers or recommendations on safety, human factors, CME and MOC, and new technology relating to operations involving Aerospace Medicine and its related disciplines.
- Encourages and provides guidance of the Education and Training Committee of the Association in its effort to develop and enact procedures to ensure adequate CME and MOC training is accomplished during our annual meeting.
- Encourages and provides guidance of the Science and Technology Committee of the Association to provide updates on technological advances of interest to membership on the website or Science and Technology Watch articles for the Association journal.
- Encourages and provides guidance of the History and Archives Committee in their efforts to document and report historical items of interest to the membership and to provide continuing updates of the Reinhartz Lecture Series.
- Encourages and provides guidance of the Aviation Safety Committee in their efforts to evaluate air safety and provide updates for Council.
- Attends all meetings of the Executive Committee and the Council and reports on activities.
- Presents activities report to membership at the Association's annual business meeting/luncheon.

3.2.3.2. Vice President, International Services

General Description: Provides leadership and direction in communication of information within the Association (between Association members and between Association groups), and beyond the Association (between the Association and the public). Oversees one standing committee: International Activities.

□ Duties and Responsibilities:

- Oversees and provides guidance and tracking of the activities of the International Activities Committee.
- Serves as an ex-officio non-voting member on the committee.
- Selects committee chair in concurrence with the President
- Collects and assesses committee reports and action plans
- Encourages and provides guidance of the International Activities Committee in performance of studies and reports and position papers or recommendations
- Encourages and provides guidance of the International Activities Committee in their efforts to evaluate air safety and provide updates for Council.
- Advocates on behalf of the International Members within the Association
- Attends all meetings of the Executive Committee and the Council and reports on activities.
- Presents activities report to membership at the Association's annual business meeting/luncheon.

3.2.3.3. Vice President, Member Services

□ Duties and Responsibilities:

- Oversees and provides guidance and tracking of the activities of the Awards Committee, Corporate & Sustaining Membership Committee, and Membership Committee.
- Serves as an ex-officio non-voting member on the committees.
- Selects committee chairs in concurrence with the President, for each of the three committees.
- Collects and assesses committee reports and action plans on three committees.
- Encourages and provides guidance of the three committees in performance of studies and reports and position papers or recommendations on awards, corporate and sustaining membership and general membership issues.
- Encourages and provides guidance of the Awards Committee in its effort to develop and enact procedures to properly recognize outstanding achievements in aviation, space and environmental medicine activities.

- Encourages and provides guidance of the Corporate and Sustaining Membership Committee to ensure appropriate representation and benefits to corporate and sustaining members of the Association.
- Encourages and provides guidance of the Membership Committee in their efforts to document items of interest to the membership and to provide continuing updates on the members' recommendations for adding value to Association membership.
- Attends all meetings of the the Executive Committee and the Council and reports on activities.
- Presents activities report to membership at the Association's annual business meeting/luncheon.

3.2.3.4. Vice President, Representation and Advocacy

General Description: Provides leadership and direction in communication of information within the Association (between Association members and between Association groups), and beyond the Association (between the Association and the public). Oversees three standing committees: Air Transport Medicine, Communications, Resolutions.

Duties and Responsibilities:

- Provides oversight to the Association outreach activities.
- Provides oversight of communication and coordination between the Association and other organizations.
- Oversees and provides guidance and tracking of the activities of the Air Transport Medicine (ATM), Communications, and Resolutions Committees.
- Serves as an ex-officio non-voting member on the ATM, Communications, and Resolutions committees.
- Selects committee chairs in concurrence with the President, for each of the three committees.
- Collects and assesses committee reports and action plans on three committees.
- Encourages and provides guidance of the ATM committee in performance of studies and reports and position papers or recommendations on the biomedical aspects of air transport operations.
- Encourages and provides guidance of the Communications Committee in overseeing the communications program of the Association including brochures, books and electronic media, in improving the utility and usability of the Association website, preparation of press releases, mass push emails, facilitating online teaching forums, posting communications of interest to membership on the website or suggestions for the Association journal, production of facilitating partnerships with other Association standing committees, groups, and organizations in Association communications activities.

- Encourages and provides guidance of the Resolutions Committee in polling membership for resolutions to prepare and present to Council, and providing an efficient and timely preparation of proposed resolutions for Council and membership consideration.
- Attends all meetings of the Executive Committee and the Council and reports on activities.
- Presents activities report to membership at the Association's annual business meeting/luncheon.

3.2.4. Secretary

The Secretary shall be responsible for reviewing the minutes of the Council and Executive Committee meetings and shall perform those duties as directed by the President. The Secretary shall have other duties usually performed by a Secretary which are not accomplished by the home office staff.

3.2.5. Treasurer

The Treasurer shall have duties usually performed by a Treasurer and shall perform those duties as directed by the President, Council, or Executive Committee. The Treasurer shall be the chair of the Finance Committee and custodian of all monies and securities and hold same subject to the direction and disposition of the Executive Committee under the direction of the Council. The Treasurer shall perform the duties in cooperation with the Executive Director.

3.2.6. Executive Director

General Description: Serves as the Chief Operating Officer of the Association in accordance with the Bylaws of the Aerospace Medical Association.

- Duties and Responsibilities:
 - Responsible for maintaining the Association's records and a file of its publications.
 - Notifies all members of the time and place of meetings, notifies Council members of the time and place of Council meetings and prepares the programs of the meetings under the direction of the Council.
 - Cooperates with the chairmen of various groups and committees of the Association in the execution of the policies of the Association as outlined by the Council
 - Coordinates the work performed by the various committees of the Association
 - Performs such duties as are assigned by the Council and acts under instructions of the Executive Committee
 - Authorized to provide such assistance as is necessary for the proper conduct of the Association headquarters office, subject to the directives of the Executive Committee and the Council

- Employs and supervises the Association headquarters office staff
- Authorizes purchase of supplies and equipment
- Arranges for office and other facilities for operating purposes within the budget and as approved by the Executive Committee
- Signs contracts and enters into agreements on behalf of the Association within the policies established by the Council and the Executive Committee
- In coordination with the Treasurer, prepares a budget covering estimated annual expenses to be submitted to the Council for adoption
- Serves as the general coordinator and organizer for the annual scientific meeting and directs the chairmen of the committees appointed for the planning, preparation, and operation of the annual scientific meeting of the Association subject to the supervisory authority of the Executive Committee
- Retains legal and professional services as may be required with the prior approval of the Executive Committee
- Prepares for the annual scientific meeting a concise and summarized report on the activities of the Association for the year, its membership, and other matters of importance to the Association
- Reports in writing the total membership of the Association as of January 1 each year to the chair of the group of Fellows prior to the annual meeting of the Fellows
- Represents the Association to external agencies and organizations in order to communicate approved Association policy, when appropriate
- Performs other duties as assigned

3.2.7. Appointed Members

The incoming President nominates three Council members to be members of the Executive Committee. According to the Association Bylaws, Article VII, Section 5a. “three members of the Council nominated by the President for the succeeding year, who shall be elected by a majority vote of the Council at its first meeting following the annual election of officers and councilors.”

Typically, the President-Elect will select three Council Members-at-Large from the 12 elective Members-at-Large. Common practice is to select one elective member from each of the three elective Members-at-Large year groups.

3.3. Nominations for Elected Officers

The Nominating Committee solicits nominations from the committee members. Nominees are contacted to determine their willingness to serve and are asked to provide the necessary biographical data for review by the members of the nominating committee. Committee members then conduct committee business by mail or electronic means to nominate persons for each vacancy. Each individual nominated shall have been approved by at least a simple majority vote of the Nominating Committee. Report of the Nominating Committee will be made at the opening ceremony of the annual meeting.

3.4. Committees

A committee is a group of members organized and charged with a particular task. Unless otherwise specified, committee members serve for three years at the prerogative of the president. All committees of the Association report to the Council through the President-Elect or Vice President in charge of oversight for that committee.

There are three types of committees within the Association, standing committees (report to the Vice President in charge of oversight), annual scientific meeting committees (report to the Executive Director – General Chair of the annual scientific meeting), and special or ad hoc committees (report to the President or President-Elect). All committees are responsible to and under the direction and control of the authority that created them. A committee cannot represent the association to any outside person or organization except when clearly authorized to do so.

All committees of the Aerospace Medical Association are governed by the following guidelines:

3.4.1. Appointment/Composition

Each committee should include a Chair, a Deputy Chair, and members. The President, in consultation with the President-Elect and with the concurrence of the Executive Committee, shall appoint all chairs of standing committees except as otherwise provided in the Bylaws. Chairs of standing committees shall normally serve for 3 years subject to yearly approval of the President. The committee chair is responsible for appointing committee members. Chairs are strongly encouraged to select committee members who represent the diversity of the Association's membership.

The Executive Director will annually gather a list of members interested in a committee position and distribute the information to the respective committee Chair. Members interested in committee positions will also be gathered during the annual meeting of the Associate Fellows Group. Constituent and affiliate organizations are encouraged to identify members who are interested in serving and provide those names to the Executive Director. Members are also encouraged to contact the Executive Director or committee chair concerning their interest in serving as a member of a committee. Any member expressing an interest in serving on a committee is assigned to that committee for a year unless the committee's membership is defined by the bylaws. Retention is determined by the quality of service.

All appointments should be made at the Association's annual business meeting. Committee chairs must provide a list of all committee members to the Association headquarters as soon as possible after but no later than one month following the annual meeting. Periodic reports will also be provided as needed to the President-Elect and Vice President who are responsible for the committee's activities.

3.4.2. Committee Meetings

Committees shall meet at least once during the annual meeting and conduct committee business via mail, fax, e-mail, conference call, or in person, as needed during the remainder of the year. Committees frequently meet in the fall when Council and the Scientific Program Committee convene. All Committee meetings are open to any member of the association. Incoming and outgoing committee members should meet in a joint session during the annual meeting to insure continuity of committee function and tasks. In those years in which the chair is to change, the incumbent chair shall formally relinquish the chair to the incoming chair toward the end of the joint session.

3.4.3. Procedures

All committees are charged with making recommendations to Council and are expected to report, in writing, to the Council at its fall and spring meetings. Dates that written reports are due to the Association prior to these meetings can be obtained from the Secretary. Oral reports are reserved for last-minute updates.

3.4.4. Reporting

Committee Chairs report their committee activities via Action Plans. The Committee Action Plans align committee activities with the goals and objectives of the Association and offer the Council and Executive Committee metrics to measure the progress of committee activities. See Appendix V for the standardized Action Plan template.

3.5. Standing Committees

There are 15 Standing Committees of the Association. These committees are as follows:

3.5.1. Aerospace Human Factors Committee

This committee is responsible for performing studies, sponsoring panels and seminars, and preparing reports, resolutions, and recommendations concerned with improving human factors input in the concept, design, development, test, and evaluation and operational deployment of aerospace programs and systems.

The committee promotes research and applications of human performance knowledge in every phase of systems development and deployment. Aerospace human factors includes a multidisciplinary approach involving behavioral, biomedical, psychosocial, physiological, and engineering factors. The goal of the committee is to produce better aerospace systems performance. This committee may have such subcommittees as the President and the committee may deem necessary to carry out its purposes.

3.5.2. Air Transport Medicine Committee

Mission: The ATM Committee is responsible for performing studies and preparing reports, resolutions, and recommendations on biomedical aspects of air transport operations. Its efforts concentrate on the promotion of international health, safety, and care through the mechanism of collecting information, analyzing data, and

recommending solutions leading to improving health and safety in air transport operations.

Responsibilities of the Chairperson:

- Receives and/or solicits areas of ATM interest that may need review
- Solicits participation of subject area experts in review of areas of ATM interest
- Coordinates committee review of relevant research in areas of ATM interest
- Coordinates committee development of position statements for potential Association advocacy or endorsement
- Oversees and coordinates committee tasks and assigned actions
- Appoint individuals to committee positions and manages the progress of tasks assigned to these positions; forms ad-hoc subcommittees for new projects as needed
- Appoints a deputy chairperson to assist in managing the work of the committee
- Updates the Committee Action Plan for the upcoming year and as needed

Responsibilities of the Deputy Chairperson:

- Compiles the minutes for the annual committee meeting
- Assists the chair with the management of the committee

Responsibilities of the Committee

Task	Assigned to:	Timeframe
Update Committee Action Plan	Chairperson	May
Prepare committee reports to Council	Chairperson	April & October
Prepare minutes from May committee meeting and submit to chair for committee distribution	Deputy Chair	June
Submit updated roster of committee members/contact info to home office	Deputy Chair	May
Present committee report to Council	Chair	May, Nov
Report on activities of committee at annual business meeting	Chair	May

3.5.3. Aviation Safety Committee

The goal of this committee shall be to improve the safety of aviation activities. The committee shall direct its efforts to identifying specific, important aviation safety issues, national or international in scope, that represent a significant threat to the health and safety of people involved in aviation activities, either as crew members or passengers. The objective of the committee shall be the resolution of aviation safety issues through either educational or regulatory processes. The committee may, with approval of the Council or Executive Committee, initiate studies, recommend research projects, prepare reports and scientific papers, sponsor panels and seminars, or formulate recommendations and resolutions to accomplish this objective. This committee may have such subcommittees as the President and the committee may deem necessary to carry out its purposes.

Mission: The Association Bylaws: ARTICLE XI, Section 3. C. Aviation Safety Committee: The mission of this committee shall be to improve the safety of aviation activities. The committee shall direct its efforts to identifying specific, important aviation safety issues, national or international in scope that represent a significant threat to the health and safety of people involved in aviation activities, either as crew members or passengers. The objective of the committee shall be to create awareness of aviation safety issues through either educational or regulatory processes. The committee may, with approval of the Council or Executive Committee, initiate studies, recommend research projects, prepare reports and scientific papers, sponsor panels and seminars, or formulate recommendations and resolutions to accomplish this objective. This committee may have such subcommittees as the President and the committee may deem necessary to carry out its purposes.

Responsibilities of the Chairperson

- Update Committee Action Plan for upcoming year
- Appoint individuals to the committee positions and manage the progress of tasks assigned to these positions; form ad-hoc subcommittees for new projects as the need arises
- Appoint a deputy chairperson to assist with managing the work of the committee

Responsibilities of the Deputy Chairperson

- Complete minutes for the annual meeting of the Education & Training Committee
- Assist the chair in the management of the subcommittees based on their experience and the needs of the committee

Responsibilities of the Committee

Task	Assigned to:	Timeframe
Update Committee Action Plan	Chairperson	May
Prepare committee reports to Council	Chairperson	April & October
Present committee report to Council	Chair	May, Nov
Prepare minutes from May committee meeting and submit to chair for committee distribution	Deputy Chair	June
Submit updated roster of committee members/contact info to home office	Deputy Chair	May
Report on activities of committee at annual business meeting	Chair	May

3.5.4. Awards Committee

Mission: Obtain and review all nominations for awards and honorary citations presented by the Association. Develop new awards and sponsors when indicated.

Responsibilities of the Chairperson

- Update Committee Action Plan for upcoming year
- Appoint individuals to the committee positions and manage the progress of tasks assigned to these positions; forms ad-hoc subcommittees for new projects as the need arises
- Appoints a deputy chairperson(s) to assist with managing the work of the committee
- Annually review application and web site information, providing updates as required
- Oversee award process and provide results by deadline set by the Executive Committee

Responsibilities of the Deputy Chairperson

- Completes minutes for the annual meeting of the Awards Committee
- Assists the chair in the management of the subcommittees based on their experience and the needs of the committee
- Manages specific awards as assigned

Committee Positions

Tuttle Award chair: Coordinates via a sub-committee review of articles for a Tuttle Award selection.

Responsibilities of the Committee

Task	Assigned to:	Timeframe
Update Committee Action Plan	Chairperson	May
Prepare committee reports to Council	Chairperson	April & October
Review and recommend updates award application and website	Chairperson; Deputy Chair	1 September
Solicit award nominations	Chairperson; Deputy Chair	October
Distribute award package to members for ratings	Chairperson	January
Collate scores and forward selections to Executive Committee via the Executive Director	Chairperson	15 February
Tuttle Award article review	Subcommittee Chair	January
Tuttle Award finalist forwarded to Executive Committee	Subcommittee Chair	15 February
Prepare minutes from May committee meeting and submit to chair for committee distribution	Deputy Chair	June
Submit updated roster of committee members/contact info to Association headquarters	Deputy Chair	May
Present committee report to Council	Chair	May, Nov
Report on activities of committee at annual business meeting	Chair	May

3.5.5. Bylaws Committee

This committee shall be a fact-finding committee on matters pertaining to the Bylaws. The committee shall study proposed amendments to the Bylaws referred by the Council, and make its recommendations to the Association through the Council. If deemed necessary, this committee shall revise or develop new Bylaws for the submission to and approval in turn by the Council and the Association subject to proper publication, notification, and approval by a two-thirds vote of members attending the annual business meeting as set forth in Article XIII. The committee will have oversight responsibility for the Association Policy Procedures.

Mission: To ensure accuracy and currency of the Association’s Bylaws. To review the bylaws of all Constituent organizations regularly to ensure consistency and compliance with the Association’s Bylaws. To review, analyze, research and submit all proposed changes to the Association’s Bylaws. To review all Association Policy and Procedures to ensure compliance with the Association’s Bylaws.

Responsibilities of the Chairperson:

- Oversees and coordinates committee tasks and assigned actions
- Appoint individuals to committee positions and manages the progress of tasks assigned to these positions; forms ad-hoc subcommittees for new projects as needed
- Appoints a deputy chairperson to assist in managing the work of the committee
- Updates the Committee Action Plan for the upcoming year and as needed

Responsibilities of the Deputy Chairperson:

- Compiles the minutes for the annual committee meeting
- Assists the chair with the management of the committee

Responsibilities of the Committee

Task	Assigned to:	Timeframe
Update Committee Action Plan	Chairperson	May
Prepare committee reports to Council	Chairperson	April & October
Prepare minutes from May committee meeting and submit to chair for committee distribution	Deputy Chair	June
Submit updated roster of committee members/contact info to Association headquarters	Deputy Chair	May
Present committee report to Council	Chair	May, Nov
Report on activities of committee at annual business meeting	Chair	May

3.5.6. Communications Committee

Mission: To promote communications and information exchange between the Association members and between the Association and the public. It shall oversee the communications program of the Association which includes brochures, books, and electronic media including the Association website but excluding the Association journal. It shall partner with other Association standing committees, groups and organizations in Association communications activities as necessary.

Responsibilities of the Chairperson:

- Oversees and coordinates committee tasks and assigned actions
- Appoint individuals to committee positions including a web site representative, and manages the progress of tasks assigned to these positions; forms ad-hoc subcommittees for new projects as needed
- Appoints a deputy chairperson to assist in managing the work of the committee
- Updates the Committee Action Plan for the upcoming year and as needed

Responsibilities of the Deputy Chairperson:

- Compiles the minutes for the annual committee meeting
- Assists the chair with the management of the committee

Responsibilities of the Committee

Task	Assigned to:	Timeframe
Update Committee Action Plan	Chairperson	May
Prepare committee reports to Council	Chairperson	April & October
Prepare minutes from May committee meeting and submit to chair for committee distribution	Deputy Chair	June
Submit updated roster of committee members/contact info to Association headquarters	Deputy Chair	May
Present committee report to Council	Chair	May, Nov
Report on activities of committee at annual business meeting	Chair	May

3.5.7. Corporate and Sustaining Membership Committee

This committee is responsible for initiating programs and activities whose purposes and objectives are to increase and represent the interests of the corporate and sustaining members. This committee assists the Executive Director and the Executive Committee in reviewing the applications for corporate and sustaining membership referred to it, secures all available information concerning such applicants, and submits its recommendations to the Executive Committee through the Executive Director.

3.5.8. Education and Training Committee

The Association Bylaws: ARTICLE XI, Section 3. H. Education and Training Committee: This committee shall promote international aerospace medicine and allied disciplines through excellence in education and training conducted or cosponsored by the Association and consistent with the Association's objectives. It shall establish procedures to ensure the dissemination of educational and training related information and materials to the membership; coordinate the Association's education and training needs with the Scientific Program Committee; and coordinate the Association's Continuing Medical Education (CME) role.

Responsibilities of the Chairperson

- Update Committee Action Plan for upcoming year
- Appoint individuals to the committee positions and manage the progress of tasks assigned to these positions; forms ad-hoc subcommittees for new projects as the need arises
- Appoints a deputy chairperson to assist with managing the work of the committee
- Oversee Accreditation Council for Graduate Medical Education (ACGME) related activities in conjunction with the association's Executive Director and with the Scientific Program Committee Chair (See Appendix IX). This includes attending the CME accreditation interview with the association's Executive Director every four years.

Responsibilities of the Deputy Chairperson

- Completes minutes for the annual meeting of the Education & Training Committee
- Assists the chair in the management of the subcommittees based on their experience and the needs of the committee

Education & Training Database chair (Compendium of Aerospace Medicine Courses):

Accept updates from training programs; add updates quarterly (January, March, June, September); sends email to the Association standing committees, affiliates, and listed training program contacts in March requesting submission of program updates; brief review of database at annual committee meeting.

CME/MOC chair: Works with the American Society of Aerospace Medicine Specialists (ASAMS) to provide the structure for delivery of Continuing Medical Education (CME)/Maintenance of Certification (MOC). The CME/MOC content is provided by ASAMS.

"This is Aerospace Medicine" slide show chair: Reviews the content and updates the presentation as indicated on at least a yearly basis. These revisions are then submitted to the Council for approval.

Responsibilities of the Committee

Task	Assigned to:	Timeframe
Update Committee Action Plan	Chairperson	May
Prepare committee reports to Council	Chairperson	April & October
Present committee report to Council	Chair	May, Nov
Review annual meeting CME/MOC reports; report to ExComm with recommendations for Scientific Program Chair	Chairperson; Deputy Chair	June; August
Work with executive director to develop CME/MOC annual meeting survey tool	Chairperson; Deputy Chair	Oct - Jan
Prepare minutes from May committee meeting and submit to chair for committee distribution	Deputy Chair	June
Submit updated roster of committee members/contact info to Association headquarters	Deputy Chair	May
Report on activities of committee at annual business meeting	Chair	May
Makes updates to Compendium of Aerospace Medicine Courses	Compendium Chair	Jan, March, June, Sept
Email request to update Compendium	Compendium Chair	March
Review every slide in "This is Aerospace Medicine" slide show	Slide Show Chair, E &T Chair	January
Submit slide show revisions to Council for approval	Slide Show Chair, E &T Chair	Nov, May as needed

3.5.9. Finance Committee

This committee updates and reviews the Association's financial balance sheets on an ongoing basis, provides an overview of the Association's financial position to the Council at its regular meetings, and brings forward or reviews potential new courses of financial action. The committee is comprised of a Chair and four regular members. The president appoints the Finance Committee Chair. The regular members are nominated by the chair and approved by the Executive Committee. The President-Elect of the Association is an ex officio member of the Finance Committee.

3.5.10. History and Archives Committee

The Association Bylaws: ARTICLE XI, Section 3. J. History and Archives Committee: This committee shall be responsible for acquiring, preserving, and maintaining those items of historical significance that represent and depict the achievements of the Association and its members. This responsibility shall be exercised through historical research, commemorative presentations, and fostering the preservation of library, archival, and museum collections.

Responsibilities of the Chairperson

- Update Committee Action Plan for upcoming year

- Appoint individuals to the committee positions and manage the progress of tasks assigned to these positions; forms ad-hoc subcommittees for new projects as the need arises
- Appoints a deputy chairperson to assist with managing the work of the committee
- Facilitates application of dedicated resources to accomplish Committee objectives

Responsibilities of the Deputy Chairperson

- Completes minutes for the annual meeting of the History and Archives Committee in coordination with the Chairperson
- Assists the chair in the management of the subcommittees based on their experience and the needs of the committee

Responsibilities of the Committee

Task	Assigned to:	Timeframe
Update Committee Action Plan	Chairperson	May
Prepare committee reports to Council	Chairperson	April & October
Present committee report to Council	Chair	May, Nov
Prepare minutes from May committee meeting and submit to chair for committee distribution	Deputy Chair	June
Submit updated roster of committee members/contact info to Association headquarters	Deputy Chair	May
Report on activities of committee at annual business meeting	Chair	May

3.5.11. International Activities Committee

The Association Bylaws: ARTICLE XI, Section 3. K. International Activities Committee: This committee shall be responsible for initiation, coordination, and promotion of the goals of the Association international members, constituent and affiliated organizations, while addressing their concerns. The committee will also promote cooperation and understanding in the field of aerospace medicine among international members, constituent and affiliated organizations.

Responsibilities of the Chairperson

- Manage and/or provide oversight of all activities of the committee
- The Chairperson will be the primary representative of the committee and (unless otherwise delegated by the Chairperson) as such will be the single point of contact between the committee and all other bodies of the Association.
- Plan, coordinate and direct meetings of the committee
- Update Committee Action Plan for upcoming year
- Appoints a deputy chairperson to assist with managing the work of the committee

- Appoint individuals to any other committee positions (as the Committee may decide to create) and manage the progress of tasks assigned to these positions; forms ad-hoc subcommittees for new projects as the need arises
- Facilitates application of limited resources to accomplish Committee objectives

Responsibilities of the Deputy Chairperson

- In the event that the Chairperson is, for whatever reason, unwilling or unable to carry out the duties and responsibilities of the Chairperson, the Deputy Chairperson will assume the role of Chairperson and carry out those duties and responsibilities until such time that a new Chairperson is selected/appointed.
- Represent the committee as necessary by direction of the Chairperson
- Completes minutes for the annual meeting of the International Activities Committee in coordination with the Chairperson
- Assists the chair in the management of the tasks assigned to members

Responsibilities of the Committee

Task	Assigned to:	Timeframe
Update Committee Action Plan	Chairperson	May
Prepare Committee reports to Council	Chairperson/Deputy Chair	April & October
Present Committee report to Council	Chair	May, Nov
Prepare minutes from May Committee meeting and submit to Chair for Committee distribution	Deputy Chair/ Chairperson	June
Submit updated roster of Committee members/contact info to Association headquarters	Deputy Chair/ Chair	May
Report on activities of Committee at annual business meeting	Chair	May

3.5.12. Membership Committee

This committee is responsible for initiating programs and activities whose purposes and objectives are to increase membership in the Association and to promote public relations. This committee acts in an advisory capacity to the Executive Committee and the Council in matters relating to the establishment of eligibility requirements for all classes of membership.

3.5.13. Nominating Committee

Elected officers and the elective members of the Council shall be nominated by a Nominating Committee made up of the five most recent living Past Presidents of the Association and a representative selected from each Constituent Organization of the Aerospace Medical Association. The member who was President in the earliest year shall chair the committee. A Past President who is unable or unwilling to discharge the associated responsibilities shall be replaced by another Past President who will assume seniority of the person replaced and will be appointed by the President. The Nominating

Committee shall meet at least annually in advance of the opening ceremony of the annual meeting. Each individual nominated shall have been approved by at least a simple majority vote of the Nominating Committee members present at their meeting. The report of the Nominating Committee shall be made orally and shall also be made available to members in writing at the opening ceremony of the annual meeting. Additional nominations, including name of nominee and office for which nominated, may be offered from the floor at the annual business meeting, by any member, upon 3 hours advance written notice to the Executive Director. Such nominations must be accompanied by a petition of at least 50 names of accredited members of the Association and must be accepted by a two-thirds majority vote of members attending the annual business meeting, before the nominee can be a candidate in a vote for a named position.

3.5.14. Resolutions Committee

Mission: To review all Aerospace Medical Association (the Association) resolutions for format and content to present to Council for consideration and to the membership for clarifying amendments and final vote. The committee establishes procedures for the rapid review of resolutions by fostering good communications between committee members, Council and the Association membership ensuring as much as possible a rapid turn-around for proposed resolutions.

Responsibilities of the Chairperson:

- Receives and/or solicits areas of interest that may need official Association policy
- Solicits participation of subject area experts in review of resolutions
- Oversees committee review of proposed resolutions
- Appoints a deputy chairperson to assist in managing the work of the committee
- Updates the Committee Action Plan for the upcoming year

Responsibilities of the Deputy Chairperson:

- Compiles the minutes for the annual committee meeting
- Assists the chair with the management of the committee

Responsibilities of the Committee

Task	Assigned to:	Timeframe
Update Committee Action Plan	Chairperson	May
Prepare committee reports to Council	Chairperson	April & October
Prepare minutes from May committee meeting and submit to chair for committee distribution	Deputy Chair	June
Submit updated roster of committee members/contact info to Association headquarters	Deputy Chair	May
Present committee report to Council	Chair	May, Nov
Report on activities of committee at annual business meeting	Chair	May

3.5.15. Science and Technology Committee

The Association Bylaws: ARTICLE XI, Section 3. O. Science and Technology Committee: This committee is responsible for informing and educating the Association regarding interdisciplinary problems in the areas of systems analysis and technology utilization, as well as aeromedical, biomedical, and human factor requirements.

Responsibilities of the Chairperson

- Update Committee Action Plan for upcoming year
- Appoint individuals to the committee positions and manage the progress of tasks assigned to these positions; forms ad-hoc subcommittees for new projects as the need arises
- Appoints a deputy chairperson to assist with managing the work of the Committee
- Writes and distributes a yearly e-mail update of committee activities and minutes to Committee members

Responsibilities of the Deputy Chairperson

- Completes minutes for the annual meeting of the Science and Technology Committee
- Assists the chair in the management of the subcommittees based on their experience and the needs of the committee

Responsibilities of the Committee

Task	Assigned to:	Timeframe
Update Committee Action Plan	Chairperson	May
Prepare Committee reports to Council	Chairperson	April & October
Present Committee report to Council	Chair	May, Nov
Submit updated roster of Committee members/contact info to Association headquarters	Deputy Chair	May
Report on activities of Committee at annual business meeting	Chair	May

3.6. Annual Scientific Meeting Committees

The following committees are populated and operational each year to prepare the Annual Meeting Scientific program. While not standing committees they are recurrent in nature.

3.6.1. Arrangements Committee

Responsibilities of the Arrangements Committee:

- Arrange for the Band and Color Guard for Opening Ceremonies--military bands are preferred, although high school bands have been used in the past when the military was unavailable; instruct the band to play the service songs as part of their repertoire

- Arrange for the Tuesday evening social event if the President elects to have one-best to have a few options, which can be discussed with the President.
- Work closely with the Executive Director and representatives from the contractor in charge of convention activities in planning the Welcome Reception
- Arrange for the Afterglow following the Honors Night Banquet--a combo or DJ is desirable for dancing.
- Prepare a single page flyer on the city including major sites, restaurants etc., and send to Executive Director no later than December 15; include local areas of interest and transportation that is available including major airline hubs that fly into area
- Identify a nearby hospital and telephone number in event of illness; publish in above flyer and announce at opening ceremonies
- Arrange for Annual Fun-Run and Association golf tournament, if applicable
- Announce arrangements at opening ceremony, encourage attendance at all social events, and announce major changes in schedule
- Attend Council and Scientific Program Committee meetings to report on Arrangements and work issues
- Review rough schedule of events with meeting contractor, well prior to the convention; arrive early at convention and participate in the Hotel planning meeting with the Association staff, contractor representatives and hotel employees
- Communicate with Executive Director, Association President, Program Chair and Program contractors during the convention to ensure all arrangements are progressing as planned

3.6.2. Scientific Program Committee

The Program Committee has the responsibilities of planning the Annual Scientific program.

- The Chair with the assistance from the Deputy Chair, Panel, Slide and Poster Chairs will coordinate with the Association staff regarding Abstract submission
- The annual Program Committee meeting is held following the fall Council meeting to provide peer review of Abstracts submitted and planning the Scientific Sessions
- The Chair assigns co-chairs for each scientific session and coordinates guidelines for session chairs; daily during the annual meeting, collects data regarding canceled presentations and number of attendees at sessions
- The Chair ensures requirements for CME documentation are completed

3.6.2.1 Abstract Submission, Review, and Cancellation

- Following the close of an Annual Scientific Meeting, post-meeting evaluation forms are analyzed to determine the educational value of the meeting

- Analysis identifies knowledge and practice gap areas for the next Annual Scientific Meeting to focus on and helps the President, Scientific Program Committee Chair and the Executive Director (General Meeting Chair) establish a theme for the next meeting
- Theme and focus areas are published in the August journal “Call for Papers”
- On-line abstract submission website opens September 1 and remains open through the end of October each year for the following year’s Annual Scientific Meeting
- All abstracts must be submitted via the online submission site and adhere to the rules and guidelines therein
- All abstracts are carefully reviewed by the Scientific Program Committee members in a rigorous blinded peer-review process in mid-November
- All abstracts found acceptable by the Scientific Program Committee are organized into the scientific program for the next Annual Scientific Meeting – abstract authors are notified of the Scientific Program Committee’s approval/disapproval decisions following the mid-November peer-review process
- All approved abstracts are published in the March edition of the Association journal each year. The March journal serves as the Annual Scientific Meeting program for members
- Authors of approved abstracts must notify the Association Scientific Program Committee Chair prior to the Annual Scientific Meeting if they cannot attend the meeting. This allows the journal staff to cancel the approved abstract in the journal or in the meeting addendum
- Authors of approved abstracts who fail to notify the Association Scientific Program Committee Chair or the journal staff in advance of the meeting and then fail to present their paper, will not be allowed to submit the same abstract for consideration for a future Annual Scientific Meeting since the abstract was published and not canceled

3.6.3. Registration Committee

The Registration Committee has the responsibilities of assisting the Association headquarters staff during on-site registration activities.

- The Chair holds a pre-registration organization meeting with the committee members on Sunday prior to the opening of on-site registration activities
- The Chair serves as the liaison with the Association headquarters Operations Manager during on-site registration activities
- Committee members staff the Advance Registration booths, handing out registration packets to all who registered in advance of the meeting
- Committee members staff the Honors Night table, carefully assigning seating for those planning to attend Honors Night
- Committee members collect tickets for all lunch and reception events; tickets are provided to the Association staff for accurate event counts

3.7. Constituent and Affiliated Organizations

All Constituent and Affiliated Organizations shall:

- have a similar mission and goals to those of the Aerospace Medical Association as outlined in the Association Bylaws, Article II;
- have the objective of furthering the goals of this Association through local meetings, acquaintanceship, and discussion by the members, embraced within the group, of matters relating to aviation, space, or undersea medicine, or their allied sciences;
- work to increase the value of this Association to its members, and helping maintain and increase its membership.

The mission, goals, limitations, and activities of such group shall not be inconsistent with those of the Aerospace Medical Association. The Bylaws or other instruments of organization of such group shall be in conformance with the general provisions of the Bylaws of this Association and shall be approved by the Council of the Aerospace Medical Association.

Constituent and Affiliated Organizations shall make formal written application through its responsible officers to the Association through the Council of the Aerospace Medical Association. Such application shall indicate the name of the group and the proposed area of its jurisdiction.

A copy of the Constitution, Bylaws or other instruments of organization and amendments thereto of such group shall accompany its application. The application shall be presented to the Council of the Aerospace Medical Association. When the Council has approved the application by a two-thirds vote, a formal notification recognizing the Constituent or Affiliated Organization shall be issued to the group by the Council and such notification shall include a statement of the mission and goals of the Aerospace Medical Association as set forth in Article II. Notification shall be made to all new members of the Association through the Association's official journal.

Discontinuance of an existing organization shall be referred to the Executive Committee for study, whereupon the Executive Committee shall make a recommendation to the Council for appropriate action.

3.7.1. Constituent Organizations

Constituent Organizations must have a minimum membership equivalent to 2% of the active membership of the Aerospace Medical Association as determined and communicated in accordance with the Policy and Procedures Manual. With its application for constituency, each Constituent Organization shall furnish the Executive Director a current roster of its members in good standing, giving name, residence, and connection with aerospace medicine or its allied sciences. All members of the Constituent Organization shall be members of the Aerospace Medical Association. By

January 1 of each calendar year, each constituent shall furnish the Executive Director a current roster of its members.

Each Constituent Organization shall be represented on the Council by an individual who is a member of the Association designated by the Constituent Organization. Each such organization shall present the name of its designated primary representative to the Executive Director for publication at the annual business meeting. In the event the primary representative cannot attend a Council Meeting, the name of an alternative representative shall be presented to the Executive Director or Secretary.

Constituent Organizations shall report their activities at Council meetings by submitting a Constituent Organization Action Plan (Appendix VII) as requested by the Executive Director.

3.7.2. Affiliate Organizations

Each Affiliated Organization shall furnish the Executive Director with a current demographic description of its membership with its application for Affiliated status.

Each Affiliated Organization shall communicate with the Association at least once per year to indicate its desire to remain an Affiliated Organization of the Association.

Affiliated Organizations are invited by the Executive Director to provide a short report of its activities during Council meetings. Reports are not mandatory.

3.8. Parliamentarian

Parliamentarian: The parliamentarian must be a member in good standing of the Association. The parliamentarian is appointed by the President and approved by Council. The parliamentarian is responsible for ensuring that proceedings of meetings of the Association and of the Council comply with the Association's Parliamentary Authority, the Association Bylaws, and the Charter of the Association. The three primary tasks of the parliamentarian are to:

- Ensure the orderly progress of meetings so such meetings remain focused on the business of the meeting.
- Ensure that proceedings are legal in accordance with the Bylaws and Charter of the Association as well as with pertinent state and national laws.
- Ensure the fair and equitable treatment of all members, including protection of the rights of the minority(ies).

The parliamentarian may be asked to serve as parliamentarian in other Association activities and committees as mutually agreed by the Chair or equivalent officer and the parliamentarian. In such situations, the Parliamentary Authority shall be the Parliamentary Authority of the Association.

3.9. Aerospace Medicine Regent

The Aerospace Medicine Regent for the American College of Preventive Medicine (ACPM) is the liaison between the ACPM and the Association. The Regent is an officer of the ACPM certified in Aerospace Medicine by the American Board of Preventive Medicine. The Regent is elected in accordance with the Bylaws and procedures of the ACPM to a two-year term on the Board of Regents of the College and may not serve more than two consecutive terms in office. The Aerospace Medicine Regent represents the specialty of Aerospace Medicine on the Board of Regents and is responsible for communicating between members of the college and with member organizations in the specialty. The Regent is responsible to report any significant developments and issues in the specialty to the board. From the perspective of the Association, the Regent is a member of the Council and reports information and developments from the College directly to the Council.

The Aerospace Medicine Regent is responsible to present an annual report to the Council concerning ongoing developments concerning the specialty at the College.

3.10. American Medical Association Delegate(s)

The Association selects a primary and an alternate delegate to represent the specialty on the Specialty Panel at the American Medical Association (AMA). Both the primary and the alternate delegate must be members in good standing of both organizations. The primary or alternate is required to present an annual report to the Council concerning developments at the AMA which affect the specialty.

4. Membership

4.1. General

The Association unites active members including flight surgeons, flight nurses, scientists, aerospace physiologists, biomedical and human factors engineers, psychologists, and allied health care specialists.

International members comprise a major portion of the membership and represent over 70 nations. The Association also includes constituent and affiliated organizations from civilian, military and international communities.

4.2. Membership Categories

The Association has the following membership categories (1) Member, (2) Life Member, (3) Emeritus Member, (4) Honorary Member, (5) Corporate and Sustaining Members, (6) Technician Member, (7) Student/Resident Member. The Association Bylaws provide qualifications for these member categories.

4.3. Member Benefits

The Professional and individual membership benefits include:

- Access to and exchange of ideas with international experts in aviation, space and environmental medicine;
- Subscription to the international monthly peer-reviewed journal *Aviation, Space, and Environmental Medicine*;
- Annual scientific meetings which afford physicians continuing medical education credits and other professionals continuing education units;
- Professional development through education and research opportunities;
- Leadership, participation in committees, and special recognition awards;
- Student and resident professional development and mentoring through the Aerospace Medicine Student and Resident Organization (AMSRO).

Those on the list of active members shall continue as active members as long as they retain their membership in good standing. Members shall have the rights of attending all meetings of the Association, shall be entitled to vote at the business meeting, hold office, and receive the official journal.

4.4. Protecting Members' Information

Association members expect their personal information to be protected and not shared without their approval. The Association Home Office staff holds a special trust with our members and must protect private information. Typically, members' private information will not be provided outside of the Association.

Requests from third party organizations for our membership mailing list must be made through the Executive Director to the Association Executive Committee for approval. One time cost for a complete membership mailing list is \$200.00. If approved by the Executive Committee, a mailing list including name and mailing address will be provided to requesting agency with instructions the mailing list can only be used once.

5. Fellowship

There shall be the following category of Fellows: (1) Fellow, (2) Associate Fellow, and (3) Honorary Fellow.

5.1. Fellows

The Fellows of the Aerospace Medical Association are members who have distinguished themselves through their activities and devotion to the association. They have made outstanding contributions to aerospace medicine, aeronautics, astronautics, or undersea medicine, either in research, in the practical usage of research, or by precept and example. The following is the Fellows policy as adopted on May 14, 2007.

5.2. Fellows Group Organizational Structure

5.2.1. Fellows Group Leadership and Committees

5.2.1.1. Chair of the Fellows Group

A Fellow, elected by the Fellows attending the annual Fellows Group meeting, who serves as the Fellows Group presiding officer, guides the Group's activities, and presides over the Fellows Executive Committee.

5.2.1.2. Fellows Executive Committee

A Committee organized to assist in managing Fellows Group activities and to nominate Fellows to serve as Chairs of Fellows Committees for each class year. The Chair of the Fellows Evaluation Committee, the Chair of the Fellows Nominating Committee, the Chair of the Fellows Arrangements Committee, and the Chair of the Fellows Group are members of the Committee. A member of the Fellows Executive Committee represents the Fellows on Council. The Chair of the Fellows Group guides and presides over the Committee.

5.2.1.3. Fellows Evaluation Committee

A Committee organized to manage the tools used by the Fellows Nominating Committee to consider candidates for nomination and to perform an annual screening of Associate Fellows and other appropriate subsets of potential nominees. The refinement of an "automated points system" and continued support of the election process are objectives of the Committee. The Committee is formed by its Chair, who serves on the Fellows Executive Committee. The Committee is composed of Fellows and Associate Fellows.

5.2.1.4. Fellows Nominating Committee

A Committee organized to review the candidates for nomination to Fellow and to build the slate of nominees for each annual election of new Fellows. The Committee receives information and support from the Fellows Evaluation Committee. The Committee is formed by its Chair, who serves on the Fellows Executive Committee. The Committee is composed of Fellows.

5.2.1.5. Fellows Arrangements Committee

A Committee organized to arrange interesting and enjoyable activities for the attendees of the annual Fellows Group meetings and banquets. The Committee is formed by its Chair, who serves on the Fellows Executive Committee. The Committee is composed of Fellows.

5.3. Elections

The following policy is in accordance with Bylaws Article IV, Fellowship, Section B.4, “Fellows will be elected annually through a published process developed by the Fellows and approved by Council.” The features of this process include the building of a slate of nominees by a Fellows Nominating Committee, the management of evaluation criteria by a Fellows Evaluation Committee, election by vote on the slate of nominees at the annual Meeting of Fellows, and voting by proxy for those who cannot attend. The process is based on the Fellows Election Process Assumptions document of March 18, 2007 and the Fellows Group Organizational Structure and Fellows Election Process Milestones document of March 23, 2007.

5.3.1. Fellows Election Process Milestones

- **Meeting of the Fellows Group at the annual Aerospace Medical Association Meeting in the second calendar quarter (May):**
 - Milestone #0 – The Chair of the Fellows Group presides over the final action of the election process for the current class year, which is a single affirmative vote by the Fellows Group on the slate of proposed nominees.
 - Milestone #1 - The Fellows Group votes to approve the nominees for Fellows Group Chair and Committee Chairs, who become the members of the new Fellows Executive Committee, for the next annual cycle of activities.
 - Milestone #2 – The newly elected Chairs of the Fellows Committees are charged to form their Committees according to due process.
 - Milestone #3 - The Fellows Group is charged to identify Fellows and Associate Fellows to serve on the Fellows Committees for the next class year.
 - Milestone #4 - The Chair of the Fellows Group provides the names of the Fellows Committee Chairs to the President of the Association in the spirit of proper recognition. Associate Fellow Committee members of the Fellows Evaluation Committee may be recommended by Association leaders.
 - Milestone #5 – The actions of the Fellows Group are announced at the Annual Business Meeting of the Association in the spirit of open communication.
 - Milestone #6 – The new Fellows are presented by the Chair of the Fellows Group and their election to Fellow is celebrated at the awards banquet of the Association.

□ **During the third calendar quarter (July/August/September):**

- Milestone #7 - The Fellows Executive Committee meets via teleconference to review the roles of the Committees and to plan the tasks related to oversight of Fellows activities including the election process.
- Milestone #8 - The Fellows Nominating Committee is formed to begin the process of considering candidates for nomination for election to Fellow for the next calendar year. The Committee Chair establishes contact with the Chair of the Associate Fellows Group and coordinates support needs with the Association staff.
- Milestone #9 - The Fellows Evaluation Committee is formed to begin the review of the prior year election criteria and to make needed changes to the “automated points system” tool as it will be used for the next class year.
- Milestone #10 - The Chair of the Fellows Group composes and sends the first communication outlining the sequence of Fellows election process actions. All involved are reminded that frequent and recurring verification of data from candidates is essential to ensure a fair and balanced election process.

□ **Start of the fourth calendar quarter (October 1st):**

- Milestone #11 - The Fellows Evaluation Committee Chair reports to the Fellows Executive Committee on progress and provides a date certain regarding any changes in evaluation criteria, scoring, or technical improvements to the “automated points system” tool.
- Milestone #12 - The Chair of the Fellows Group provides the Chair of the Fellows Nominating Committee guidance and a refined charge to the Committee.

□ **During the fourth calendar quarter October/November/December):**

- Milestone #13 – The Chair of the Fellows Group communicates with the Fellows requesting nominations for candidates for election to Fellow.
- Milestone #14 – The Fellows Nominating Committee is provided with the names of candidates for nomination directly from Fellows, from the Associate Fellows Group, and from a screening process accomplished by the Fellows Evaluation Committee.

- Milestone #15 – All candidates proposed to the Nominating Committee, including Associate Fellows and other well-qualified members, are invited to provide their own current professional information and confirm their desire to be elected.
- Milestone #16 – Using the updated “automated points system” tool and current information on the candidates, the Fellows Nominating Committee begins to build the slate of nominees for election to Fellow.
- Milestone #17 – The Fellows Arrangements Committee Chair working with the Committee and the Executive Director of the Association coordinates the planning of the activities related to the annual Fellows meeting and banquet.
- **Start of the first calendar quarter (January 1st):**
 - Milestone #18 - The Fellows Evaluation Committee Chair provides a final report to the Fellows Executive Committee regarding any changes made in evaluation criteria, scoring, or technical improvements to the “automated points system” tool.
 - Milestone #19 - The Fellows Evaluation Committee reports to the Fellows Nominating Committee on the progress to date of its annual screening of Associate Fellows and other subsets of potential candidates for nomination. Associate Fellows and others found by screening to be good candidates for nomination are invited to confirm their interest in being elected and to update their professional information.
 - Milestone #20 – The Fellows Nominating Committee Chair provides a progress report to the Fellows Executive Committee on the candidates for nomination and recommends a date for release of the first class year slate of nominees for election to Fellow.
 - Milestone #21 – The Fellows Arrangements Committee Chair provides a progress report to the Fellows Executive Committee on the proposed activities for the attendees of the annual Fellows meeting and banquet.
- **During the first calendar quarter (January/February/March):**
 - Milestone #22 – The Fellows Nominating Committee completes its review of the first round of candidates for nomination and provides the Chair of the Fellows Group with a first slate of nominees.

- Milestone #23 - The Chair of the Fellows Group composes and sends a letter or message to the Fellows asking them to review the first slate of nominees, comment as appropriate on them, and recommend other potential candidates. Information on all nominees to include a biographical sketch and points score is sent as part of this communication to the Fellows.
- Milestone #24 – The Fellows Nominating Committee reviews comments on the proposed nominees and adds new candidates for consideration in response to recommendations by Fellows. This pathway to the Nominating Committee remains open for an exceptionally well-qualified candidate, who is not an Associate Fellow, to be nominated for election to Fellow.
- Milestone #25 – The Fellows Arrangements Committee Chair provides a final report to the Fellows Executive Committee and the Executive Director of the Association on the activities planned for annual Fellows meeting and banquet.

□ **Start of the second calendar quarter (April 1st):**

- Milestone #26 – The Fellows Nominating Committee completes its review of all of the candidates that have been proposed and provides the Chair of the Fellows Group with a final slate of nominees.
- Milestone #27 - The Chair of the Fellows Group composes and sends a letter or message to the Fellows asking them to review the final slate of nominees and to provide a proxy vote in favor of the slate if they cannot attend the Fellows meeting. Information on all nominees to include a biographical sketch and points score is sent as part of this communication to the Fellows.

□ **Meeting of the Fellows Group at the Annual Aerospace Medical Association Meeting:**

- Milestone #28 - The Chair of the Fellows Group presides over the annual meeting of Fellows and over the election of new Fellows at the meeting.
- Milestone #29 - The Chair of the Fellows Nominating Committee presents the slate of nominees for election to Fellow.
- Milestone #30 - The Chair of the Fellows Group asks for any final discussion of individual nominees in the spirit of ensuring that any final reservations about the nominees are expressed. The Fellows Group retains the right to amend the slate of nominees by addition or elimination during the annual meeting.

- Milestone #31 - The Chair of the Fellows Nominating Committee presents a motion to approve the slate of nominees for Fellow, a second to the motion is accepted, and voting is accomplished following due process with attention to any proxy votes cast.

- **Election cycle begins again for the following class year.**

5.4. Associate Fellows

Associate Fellows (AF) are selected according to the Association Bylaws Article IV, A and B. Membership in the Associate Fellows Group (AFG) provides a greater opportunity to interact with other members, sponsor or participate in panels at the Annual Meetings, and may lead to consideration for Fellow status. Membership in the AFG allows us to make the greatest contributions to Aerospace Medicine and the Association. All AFG members need to be an Association member in good standing. If a member goes three years delinquent in dues, they will be removed from the active list and will need to reapply for membership.

5.4.1. Associate Fellows Officers

The officers are Chair, Chair-Elect, Secretary and Treasurer – Secretary-Elect. The officers assume their duties at the close of the AFG business meeting held during the Association Scientific Meeting. Should the Chair or Secretary be unable to perform duties of the office, the Chair-Elect or Secretary-Elect respectively will assume all duties of the office for the remainder of the year.

5.4.2. Committees

To assist officers with the accomplishments of the AFG, the Chair appoints the following committees:

5.4.2.1. Ellingson Award Committee

The Ellingson Award Committee annually recognizes scientific writing achievement among *Aviation, Space and Environmental Medicine* first authors from the AFG. The award inspires Associate Fellows to contribute their time and talents to publish in *Aviation, Space, and Environmental Medicine*.

- Select the best article written by an Associate Fellow as first author published in *Aviation, Space, and Environmental Medicine* during calendar year preceding the annual Aerospace Medical Association Scientific Meeting.
- In January, select award candidates by comparing the list of first authors found in the December *Aviation, Space, and Environmental Medicine* annual journal index with the current Associate Fellows roster.

- Distribute candidate articles to committee members for scoring based on a variety of established factors.
- Inform the Chair of the AFG by letter in February of the winner, article citation, and if appropriate, honorable mentions.
- Design and arrange production of the award with a budget of \$50-\$100.
- Present the award at the annual scientific meeting Associate Fellows Breakfast.

5.4.2.2. Informatics Committee

The Informatics Committee coordinates with the AFG and the Association home office in support of the Association electronic information initiatives on the the Association web site at <http://www.asma.org>. The committee provides ideas and contributes to the development of web site services that will enhance office automation for Associate Fellows, Merit System Rating for Fellowship nomination, and the Association membership. AFG site: <http://www.asmaafg.org>

5.4.2.3. Program Committee

The Program Committee encourages and mentors Associate Fellows to submit abstracts to the Association Scientific Program Committee, and facilitates assignment of Associate Fellows as chairs of scientific program sessions and poster sessions at the Annual meetings.

- By October, submit a scientific panel composed of Associate Fellows as authors to the Association home office.
- Attend the annual Scientific Program Committee and participate in peer review of submitted abstracts and panels.
- Facilitate assignment of Associate Fellows as panel and poster chairs for the Association Annual Scientific Meeting.
- Ensure the successful presentation of the sponsored panel in May.
- Prepare a poster board to advertise the panel at the Annual meeting.

5.4.2.4. Membership Committee

The Membership Committee is the guardian of the AFG membership roster and biographical update file. Committee members recruit and assist Associate Fellow applicants and submit deserving Associate Fellows to the Fellows Group for consideration for Fellow. The committee maintains the personnel strength and vitality of the AFG.

- Review AFG applications and inform Chair AFG by letter of the new Associate Fellow nominations.
- Score annual biographical updates, as provided by the Associate Fellows and provide a list of potential Fellow nominations to the Chair AFG. To be

eligible for consideration for Fellow, they must be active members, in good standing per Article XI, Section 3 of the Association Bylaws including in good standing in the AFG. Annually, the committee will review the membership list and remove all names that are not in good standing with the Association.

- Coordinate with the Chair, Merchandising Committee for staffing the Associate Fellows information and merchandising table at the Association Annual Scientific Meeting registration area.
- Make sure membership information is included on the AFG web page.

5.4.2.5. Merchandising Committee

The Merchandising Committee generates revenue to sustain Associate Fellows activities, and sponsor profit-sharing programs providing financial support for the Association home office or special Association projects. These activities enhance the visibility of the AFG.

- Organize merchandising activities for the Associate Fellows table at the Association Annual Scientific Meeting.
- Coordinate merchandising efforts with the Chair and Treasurer of the AFG.
- Coordinate with the Chair Informatics Committee to include merchandising information to the Associate Fellows web page and newsletter.
- Coordinate with the Chair Membership Committee for staffing the Associate Fellows table at the Annual meeting.

5.4.2.6. Nominations Committee

The Nominations Committee manages the election process for AFG officers. Careful selection of officers with AFG operations experience, initiative, and creativity is an essential requirement for growth and development of the AFG.

- By January develop a slate of nominations and submit to the Chair and Chair-elect AFG for review.
- Coordinate publishing biographies of the nominees in the spring newsletter.
- Coordinate with the Informatics Committee to publish biographies of the nominees on the AFG web site.
- The AFG Secretary will collect and oversee the counting of the ballots. Election results will be announced at the Associate Fellows breakfast.

5.4.2.7. Reception Committee

The Reception Committee arranges for social events held by the AFG.

Traditionally, the events include the Tuesday morning breakfast meeting and the Tuesday evening social held in conjunction with the Fellows Group.

- Coordinate with the Association Home Office, meeting planner, Aerospace Nursing Section, and Chair AFG for these annual events.

5.5. Honorary Fellows

Process for selecting Honorary Fellow is outlined in Article IV, C. of the Association Bylaws. Honorary Fellows shall not be elected from members in good standing. The election of Honorary Fellows is limited to no more than two in any one year.

6. Public Policy

The Aerospace Medical Association provides aeromedical expertise for public policy development through official letter, resolutions and position papers. Documents are generated depending on the nature of information promulgated by the Association and the amount of time available to respond. Public policy documents will be forwarded by the Association to appropriate organizations and agencies. Once forwarded to outside organizations and agencies, these public policy documents should be available on the Association website for access by the membership and other interested parties.

6.1. Official Letters

Official letters from the Association are generated at the request of individuals or governmental agencies requiring Association expertise. Responses are generally required in a short time frame. The Executive Director compiles and drafts the letter for Executive Committee review and signature of the President or Executive Director. A standard business letter is the required format.

6.2. Resolutions

Resolutions may be proposed by individual members, standing and special committees, or the Council. The Council may propose resolutions to be considered at the annual meeting of the Association at any time.

Resolutions not initiated by the Council must be submitted to the Association Resolutions Committee at least 60 days prior to the annual business meeting. All resolutions must be reviewed and coordinated by the Resolution Committee and the Council before presentation to the membership for clarifying amendments and vote.

The format for a resolution includes:

- Resolution Number (YY-#),
- Title,
- WHEREAS:,
- WHEREAS:, etc,
- THEREFORE BE IT RESOLVED THAT:.

Only the “THEREFORE BE IT RESOLVED THAT: ...”portion of the resolutions are published for public consumption.

6.3. Position Papers

Position papers are developed by standing or ad hoc Committees appointed by the Association President, Executive Committee or Council. Issues requiring detailed research, collaboration, or special expertise are appropriate for position paper development. Position papers are published as “Special Committee Reports” in the Association Journal, or published/promulgated in the appropriate manner to reach concerned individuals and constituent organizations.

7. Administrative Policies

7.1. General

Administrative policies exist to improve the operational efficiency of the Association and ensure proper documentation of Association activities.

7.2. Certification Boards

- The Association may sponsor Certification Boards.
- Qualifications: All Certification Boards shall:
 - have a similar mission and goals to those of the Aerospace Medical Association as outlined in Article II of the Association Bylaws,
 - have the objective of furthering the goals of this Association through evaluation and examination of individuals seeking certification by the Association on matters relating to aviation, space, undersea medicine, or their allied sciences, and
 - serve to increase the value of this Association to its members, and help maintain and increase its membership.

- Membership - All members of a Certification Board shall be members of the Association and be approved by Council. The Council shall select one of its members to represent each Certification Board at Council meetings. The representative should be certified in an appropriate field and will serve as a liaison between the Certification Board and the Council.
- Certification Board Representative to Council reports the number of applicants approved to participate in the certification process, the number of approved applicants that successfully completed all certification requirements, and recommends to the Council, by name, those participants that should be awarded certification.
- The Council approves or disapproves the recommendations of the Certification Board Representative. Those participants approved by the Council are awarded the certification designation. The Council is the only body authorized to award certification.
- Discontinuance of a Certification Board - Discontinuance of an existing Certification Board shall be referred to the Executive Committee for study, whereupon the Executive Committee shall make a recommendation to the Council for appropriate action.

7.3. The Association Home Office

- The Association Executive Director is responsible for establishing and maintaining written administrative procedures that serve to implement policies approved by the Association Council and Executive Committee. The authorities and responsibilities of the Executive Director are subject to such limitations as are contained in the policies and bylaws of the Association and interpreted by the Council and Officers.
- The Executive Director is responsible for developing policies and procedures in the following areas:
 - Personnel: This includes recruiting, hiring, training, supervision, and evaluating staff; determining compensation of staff; developing job descriptions, and implementing and recommending changes to the employee handbook.
 - Financial management: The Executive Director is responsible for development procedures for handling receipts, administering accounts payable and accounts receivable, and facilitating an annual audit of the Association's financial activities.
 - Membership applications and renewals: This includes establishing procedures to record and process membership applications and allowing members to renew their membership.

8. Ethics Policy

The Association members must be dedicated to carrying out the mission of the Association in an ethical manner. We will:

- Recognize the primary function of the Aerospace Medical Association at all times is to apply and advance scientific knowledge to promote and enhance the health, safety and performance of those involved in aerospace and related activities.
- Accept as a personal duty the responsibility to keep up to date on emerging aviation, space and environmental medicine issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- Respect the structure and responsibilities of the Council, provide them with facts and advice as a basis for their policy making decisions, and uphold and implement policies adopted by the Council.
- Keep the aerospace medicine community informed about issues affecting it.
- Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.
- Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
- Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
- Avoid any interest or activity that is in conflict with the conduct of our official duties.
- Respect and protect privileged information to which we have access in the course of our official duties.
- Strive for personal and professional excellence and encourage the professional development of others.

9. Conflict of Interest Policy

The Aerospace Medical Association is a non-profit, tax exempt organization.

Maintenance of its tax exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the Internal Revenue Service as well as state corporate and tax officials, view the operations of the Aerospace Medical Association as

a public trust which is subject to scrutiny by and accountability to such governmental authorities as well as to members of the public.

Consequently, there exists between the Aerospace Medical Association and its Council, officers, directors and management employees a fiduciary duty which carries with it a broad and unbending duty of loyalty and fidelity. The Council, officers, directors, management employees and members have the responsibility of administering the affairs of the Aerospace Medical Association honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Aerospace Medical Association. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Aerospace Medical Association or knowledge gained thereof for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.

This statement is directed not only to Council members and officers, but to all employees and members who can influence the actions of the Aerospace Medical Association. For example, this would include all who make purchasing decisions, all other persons who might be described as “management personnel,” and all who have proprietary information concerning the Aerospace Medical Association.

Conflicts of interest may arise in the relations of Council members, officers, directors, management employees and members with any of the following third parties:

- Persons and firms supplying goods and services to the Aerospace Medical Association.
- Persons and firms from whom the Aerospace Medical Association leases property and equipment.
- Persons and firms with whom the Aerospace Medical Association is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
- Competing or affinity organizations.
- Donors and others supporting the Aerospace Medical Association.
- Agencies, organizations, and associations which affect the operations of the Aerospace Medical Association.
- Family members, friends, and other employees.

A material conflicting interest may be defined as an interest, direct or indirect, with any persons and firms mentioned above. Such an interest might arise through:

- Owning stock or holding debt or other proprietary interests in any third party dealing with the Aerospace Medical Association.

- Holding office, serving on the board, participating in management, or otherwise employed (or formerly employed) in any third party dealing with the Aerospace Medical Association.
- Receiving remuneration for services with respect to individual transactions involving the Aerospace Medical Association.
- Using the Aerospace Medical Association's time, personnel, equipment, supplies, or good will for other than the Aerospace Medical Association's approved activities, programs, and purposes, except that minor, reasonable use is allowable at the discretion of the Executive Director, Executive Committee, or Council.
- Receiving personal gifts or loans from third parties dealing with the Aerospace Medical Association. Receipt of any gift is disapproved except gifts of nominal value which could be refused without discourtesy. No personal gift of money should ever be accepted. Honoraria can be accepted for services provided.

The areas of conflicting interest listed, and the relations in those areas which may give rise to conflict, are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, management employees and members will recognize such areas and relation by analogy.

The fact that one of the interests described above exists does not mean necessarily that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of the Aerospace Medical Association.

However, it is the policy of the Council that the existence of any of the interests described shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the Council, directors, officers, management employees and members to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Disclosure should be made according to the Aerospace Medical Association procedures.

- Duty to Disclose – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the conflict of interest and be given the opportunity to disclose all material facts to the Council or Executive Committee.
- Recusal of Self – Any interested person may recues himself or herself at any time from involvement in any decision or discussion in which the interested person believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
- Determining Whether a Conflict of Interest Exists – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Council or Executive Committee meeting while the determination of a

conflict of interest is discussed and voted upon. The remaining Council or Executive Committee members shall decide if a conflict of interest exists.

□ Procedures for Addressing the Conflict of Interest

- An interested person may make a presentation at the Council or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and vote on, the transaction or arrangement involving the possible conflict of interest.
- The President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the Council or Executive Committee shall determine whether the Aerospace Medical Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Council or Executive Committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the Aerospace Medical Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

□ Violations of the Conflict of Interest Policy

- If the Council or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Council or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

□ The minutes of the Council or Executive Committee shall contain:

- The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Council's or Executive Committee's decision as to whether a conflict of interest in fact existed.
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any

alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

10. Confidentiality Policy

It is the policy of the Aerospace Medical Association that trustees and employees of the Aerospace Medical Association may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the Aerospace Medical Association to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Aerospace Medical Association has authorized disclosure.

Trustees and employees shall use confidential information solely for the purpose of performing services as a trustee or employee for the Aerospace Medical Association. This policy is not intended to prevent disclosure where disclosure is required by law.

Trustees, employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information.

Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, trustees and employees should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a trustee's term in office or upon the termination of an employee's, volunteer's or contractor's relationship with the Aerospace Medical Association, he/she shall return, at the request of the Aerospace Medical Association, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

11. Policy and Procedures Manual

11.1. General

The Executive Director will be responsible for holding the latest version of the manual.

11.2. Maintenance

The Policy and Procedures Manual will be a standard agenda item for all Council and Executive Committee meetings. Recommended revisions will be reviewed and decided during these meetings.

11.3. Revision

Recommended revisions to the Policy and Procedures manual must be made to the Executive Director. All recommended revisions will be forwarded to the next Council or Executive Committee meeting and discussed as part of the standard agenda item. Recommended revisions must be approved by the Council or the Executive Committee.

Appendix I: Aerospace Medical Association Council Members

1. President
2. President-Elect
3. Immediate Past President
4. Vice President, Education & Research
5. Vice President, International Services
6. Vice President, Member Services
7. Vice President, Representation & Advocacy
8. Secretary
9. Treasurer
10. Member-at-Large (Term expiring in one year)
11. Member-at-Large (Term expiring in one year)
12. Member-at-Large (Term expiring in one year)
13. Member-at-Large (Term expiring in one year)
14. Member-at-Large (Term expiring in two years)
15. Member-at-Large (Term expiring in two years)
16. Member-at-Large (Term expiring in two years)
17. Member-at-Large (Term expiring in two years)
18. Member-at-Large (Term expiring in three years)
19. Member-at-Large (Term expiring in three years)
20. Member-at-Large (Term expiring in three years)
21. Member-at-Large (Term expiring in three years)
22. Aerospace Human Factors Association Representative
23. Aerospace Nursing Society Representative
24. Aerospace Physiology Society Representative
25. Airline Medical Directors Association Representative
26. American Society of Aerospace Medicine Specialists Representative
27. Life Sciences & Biomedical Engineering Branch Representative
28. International Association of Military Flight Surgeon-Pilots Representative
29. Society of US Air Force Flight Surgeons Representative

30. Society of US Naval Flight Surgeons
Representative
31. Space Medicine Association
32. US Army Aviation Medicine
Association Representative
33. Fellows Group Representative
34. Associate Fellows Group Representative
35. Aerospace Medicine Student &
Resident Organization Representative
36. Aerospace Medicine Regent to the
American College of Preventive
Medicine
37. Editor-in-Chief, *Aviation, Space, and
Environmental Medicine* (non-voting)
38. Parliamentarian (non-voting)
39. Executive Director (non-voting)

Appendix II: Aerospace Medical Association Executive Committee Members

1. President
2. President-Elect
3. Vice President, Education & Research
4. Vice President, International Services
5. Vice President, Member Services
6. Vice President, Representation & Advocacy
7. Secretary
8. Treasurer
9. Member-at-Large approved by Council
10. Member-at-Large approved by Council
11. Member-at-Large approved by Council
12. Executive Director (non-voting)

Appendix III: Aerospace Medical Association Home Office Staff

1. **Executive Director** recommended by Executive Committee and approved by Council
2. **Editor-in-Chief** of the Association's official journal(s) recommended by Executive Committee and approved by Council
3. **Assistant to the Editor** of the Association's official journal(s) recommended by the Editor-in-Chief and approved by the Executive Committee
4. **Managing Editor** of the Association's official journal(s) recommended by the Editor-in-Chief and approved by the Executive Committee
5. **Assistant to the Managing Editor/Webmaster:** recommended by the Managing Editor and approved by the Executive Director
6. **Operations Manager:** approved by the Executive Director
7. **Membership Director:** approved by the Executive Director
8. **Assistant Membership Director:** recommended by the Membership Director and approved by the Executive Director

9.

Appendix IV: Aerospace Medical Association Committees

- President-Elect (Vice President, Governance)**
 - Bylaws Committee
 - Finance Committee
 - Long Range Planning Committee
 - Nominating Committee

- Vice President, Education & Research**
 - Aerospace Human Factors Committee
 - Aviation Safety Committee
 - Education & Training Committee
 - History & Archives Committee
 - Science & Technology Committee

- Vice President, International Services**
 - International Activities Committee

- Vice President, Member Services**
 - Awards Committee
 - Corporate & Sustaining Membership Committee
 - Membership Committee

- Vice President, Representation & Advocacy**
 - Air Transport Medicine Committee
 - Communications Committee
 - Resolutions Committee

**Appendix V: Aerospace Medical Association (AsMA) Standing
Committee Action Plan Template**

Action Plan Committee Name

Committee Name:	
Committee Chair:	
Committee Deputy Chair:	
Subcommittee Chair:	
Subcommittee Chair:	
Committee Mission Statement:	
Initiatives to Forward for Executive Committee or Council Consideration:	

AsMA Goal (1): Provide governance of the Association to maintain a sound financial structure and ensure continuity of the Association

AsMA Tracking # (if assigned) and OBJECTIVES	ACTIVITIES	COMPLETION DATE	METRIC / OUTCOMES
What do you expect to accomplish?	What is your plan of action to accomplish the objective?	When do you expect to complete activity?	What are your results?

AsMA Goal (2): Provide opportunities for education and promote research

AsMA Tracking # (if assigned) and OBJECTIVES	ACTIVITIES	COMPLETION DATE	METRIC / OUTCOMES
What do you expect to accomplish?	What is your plan of action to accomplish the objective?	When do you expect to complete activity?	What are your results?

AsMA Goal (3): Provide members opportunities for professional growth and development

AsMA Tracking # (if assigned) and OBJECTIVES	ACTIVITIES	COMPLETION DATE	METRIC / OUTCOMES
What do you expect to accomplish?	What is your plan of action to accomplish the objective?	When do you expect to complete activity?	What are your results?

AsMA Goal (4): Represent the discipline of Aerospace Medicine to professional, commercial and governmental organizations and advocate policies and standards

AsMA Tracking # (if assigned) and OBJECTIVES	ACTIVITIES	COMPLETION DATE	METRIC / OUTCOMES
What do you expect to accomplish?	What is your plan of action to accomplish the objective?	When do you expect to complete activity?	What are your results?

Appendix VI: Aerospace Medical Association Constituent Organizations

1. Aerospace Human Factors Association
2. Aerospace Nursing Society
3. Aerospace Physiology Society
4. Airline Medical Directors Association
5. American Society of Aerospace Medicine Specialists
6. Life Sciences and Biomedical Engineering Branch
7. International Association of Military Flight Surgeon-Pilots
8. Society of U.S. Air Force Flight Surgeons
9. Society of U.S. Naval Flight Surgeons
10. Space Medicine Association
11. U.S. Army Aviation Medicine Association

**Appendix VII: Aerospace Medical Association (AsMA) Constituent
Organization Action Plan Template**

ACTION PLAN
CONSTITUENT NAME
DATE

Constituent Name:	
Constituent Chair:	
Constituent Deputy Chair:	
Constituent Council Rep:	
Constituent Mission Statement:	
Initiatives to Forward for Executive Committee or Council Consideration:	

AsMA Goal (1): Provide governance of the Association to maintain a sound financial structure and ensure continuity of the Association

AsMA Tracking # (if assigned) and OBJECTIVES	ACTIVITIES	COMPLETION DATE	METRIC / OUTCOMES
<i>What do you expect to accomplish?</i>	<i>What is your plan of action to accomplish the objective?</i>	<i>When do you expect to complete activity?</i>	<i>What are your results?</i>

AsMA Goal (2): Provide opportunities for education and promote research

AsMA Tracking # (if assigned) and OBJECTIVES	ACTIVITIES	COMPLETION DATE	METRIC / OUTCOMES
<i>What do you expect to accomplish?</i>	<i>What is your plan of action to accomplish the objective?</i>	<i>When do you expect to complete activity?</i>	<i>What are your results?</i>

AsMA Goal (3): Provide members opportunities for professional growth and development

AsMA Tracking # (if assigned) and OBJECTIVES	ACTIVITIES	COMPLETION DATE	METRIC / OUTCOMES
<i>What do you expect to accomplish?</i>	<i>What is your plan of action to accomplish the objective?</i>	<i>When do you expect to complete activity?</i>	<i>What are your results?</i>

AsMA Goal (4): Represent the discipline of Aerospace Medicine to professional, commercial and governmental organizations and advocate policies and standards

AsMA Tracking # (if assigned) and OBJECTIVES	ACTIVITIES	COMPLETION DATE	METRIC / OUTCOMES
<i>What do you expect to accomplish?</i>	<i>What is your plan of action to accomplish the objective?</i>	<i>When do you expect to complete activity?</i>	<i>What are your results?</i>

Appendix VIII: Aerospace Medical Association Affiliate Organizations

- Aerospace Medical Association of Korea
- Aerospace Medical Association of Taiwan
- Aerospace Medical Association of the Philippines
- Aerospace Medical Student & Resident Organization (AMSRO)
- Alliance of Air National Guard Flight Surgeons
- Association of Aviation Medical Examiners, UK
- Association of Aviation, Space, Naval, Extreme & Environmental Medical of Russia
- Association of USAF Reserve Flight Surgeons
- Australasian Society of Aerospace Medicine
- Aviation Medical Society of New Zealand
- Brazilian Aerospace Medical Society
- Canadian Aerospace Medicine and Aeromedical Transport Association
- Civil Aviation Medical Association
- Commission Internationale Medico-Physiologique
- Corporate and Sustaining Membership
- Danish Aviation and Naval Medical Association
- European Society of Aerospace Medicine
- French Aerospace Medical Association
- German Society of Aviation and Space Medicine
- Greek Aerospace Medical Association
- Hellenic Aerospace Medical Society
- Hungarian Association of Aeromedical Examiners
- Iberoamerican Association of Aerospace Medicine
- International Association of Aerospace Dentistry
- Israeli Society of Aerospace Medicine
- Italian Aviation and Space Medicine Association
- Japan Society of Aerospace and Environmental Medicine
- Middle Eastern Society of Aerospace Medicine
- Norwegian Association of Aviation Medicine
- Romanian Society of Aerospace Medicine
- Royal Netherlands Association for Aviation Medicine
- SAFE Association
- Slovenian Aerospace Medical Association
- Society of NASA Flight Surgeons
- South African Aerospace Medical Society
- Space Dermatology Foundation
- Spanish Society of Aerospace Medicine
- Swedish AeroNautical Medical Association
- Undersea & Hyperbaric Medicine Society

Appendix IX: Aerospace Medical Association Core Curriculum Process

