



**Aerospace Medical Association
Policy Procedures Manual**

As of May 2007

AsMA Policy Manual

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Section 1

Introduction

The purpose of this Policy Manual is to consolidate into a single guide the major operational policies of the Aerospace Medical Association (AsMA). The Policy Manual is intended to provide members of the Council of AsMA, candidates for Council, committee chairs, committee members, and AsMA staff with an understanding of AsMA's operational policies. It is also important to understand what is not included in the manual. The manual does not include AsMA policies on legislative and regulatory issues and on issues pertaining to the field of aviation, space and environmental medicine generally. The manual also does not contain the detailed office policies that govern the day-to-day workings in the AsMA office. These public policies and office procedures are maintained at AsMA headquarters in Alexandria, VA. It is the responsibility of each AsMA leader to review and understand the contents of the Policy Manual. Suggestions for revisions to the manual may be addressed to the Chair of the AsMA Bylaws Committee or to the AsMA Executive Director. Additions or changes to this policy manual will be submitted to and approved by Council.

Section 2 Background

2.1 History

The Aerospace Medical Association (AsMA) 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 present strength of several thousand members from about 76 countries.

The Aerospace Medical Association is the largest most-representative professional organization in the fields of aviation, space, and environmental medicine. AsMA membership includes aerospace medicine specialists, scientists, flight nurses, physiologists, psychologists, human factors engineers, and other researchers in this field. Most are with industry, the FAA, NASA, Department of Defense, and universities. Approximately 25% of the membership is international. The Association has provided its expertise to a multitude of Federal and international agencies on a broad range of issues including aviation and space medical standards, the aging pilot, and physiological stresses of flight. Through the efforts of the AsMA members, safety in flight and man's overall adaptation to adverse environments have been more nearly achieved.

The Aerospace Medical Association has kept pace with the advances in aerospace medicine by presenting scientific investigations and papers in the specialty at the Annual Scientific Meeting. Papers are also published in the Association's official journal, *Aviation, Space, and Environmental Medicine* (formerly *Aerospace Medicine*).

2.2 Vision Statement

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

2.3 Mission Statement

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

2.4 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; and facilitate members' contributions to the field and the organization.

2.5 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.

2.6 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 single 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 original research articles, abstracts from the annual scientific meeting. Other regular features include letters to the editor, aerospace medicine reviews, editorials, book reviews, news items, 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.

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

Section 3

Governance and Structure

3.1 Council / Executive Committee

AsMA is governed by its membership who elects Council Officers and Members at Large. The Council includes the president, president-elect, immediate past president, four (4) vice presidents, secretary-treasurer, 12 members at large, one member selected by each of the Constituent Organizations, the Regent for Aerospace Medicine of the American College of Preventive Medicine, and a student or resident representative selected by the Aerospace Medicine Student Resident Organization.

The Executive Committee shall consist of the president, the president-elect, the four vice presidents, the secretary-treasurer, the executive director (ex officio without vote), and three members of the Council nominated by the President and approved by Council.

Committees recommend program directions and policies to the Council for action. The president appoints committee chairs. Council meets twice during the spring Annual Scientific meeting and once in the fall. The Executive Committee shall have the power to exercise all the functions of the Council between annual meetings of AsMA and when the Council is not in session.

3.1.1 Functions and Responsibilities of Council Members

Members of Council of the Aerospace Medical Association are a primary force in enabling the organization to achieve its mission and goals, realize its opportunities and fulfill its obligations to the fellows and members of the association. The Council is the policy making body of the association within the limitations set forth in the Bylaws and any other limitation lawfully imposed. 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 AsMA and are expected to always act in the best interest of the association.

Members of Council bring the multi-disciplinary resources and talent to benefit the long-term viability of the association and aerospace medicine. They must be dedicated to the vitality of AsMA and the specialties it represents, knowledgeable about the issues facing the association, and supportive and empowering of the Executive Committee, the Executive Director and the staff. They 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 Council of AsMA takes the position as a matter of professional duty and understands that service on the Council is voluntary and undertaken on the basis of professional status and commitment to the field of aerospace medicine. The member will not demand pay for services, as Council professional service is voluntary. 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 he/she represents.

3.1.3 General Expectations and Responsibilities

Service

- Prepare for and attend semiannual Council meetings, ordinarily held in the fall immediately before the Scientific Program Committee meeting and twice during the 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.

3.2. Nominations

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.

3.3 Committees

3.3.1 Definition

A committee is a group of members 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 AsMA, standing committees, annual scientific meeting, and special or ad hoc committees. 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:

3.3.2 Appointment/Composition

Each committee should include a chair, a vice 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 chairperson. 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 providing 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 AsMA 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 is responsible for the committee's activities.

3.3.3 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.

3.3.4 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 at AsMA prior to these meetings can be obtained from the secretary-treasurer. Oral reports are reserved for last-minute updates.

3.4 Standing Committees

There are 15 Standing Committees of AsMA. These committees are:

3.4.1 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.

3.4.2 Air Transport Medicine Committee

This committee shall be responsible for performing studies and preparing reports, resolutions, and recommendations on biomedical aspects of air transport operations. This committee shall concentrate its efforts 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. This committee may have such subcommittees as the President and the committee may deem necessary to carry out its purpose.

3.4.3 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.

3.4.4 Awards Committee

The Awards Committee shall obtain and review all nominations for the various awards and honorary citations presented by the Association and make recommendations to the Council in such manner as the Council may prescribe.

3.4.5 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 AsMA Policy Procedures.

3.4.6 Communications Committee

This committee oversees the communications program of AsMA including brochures, books, and electronic media. The Communications Committee, at the request of the President or Council, prepares, reviews, and publishes publications sponsored by AsMA, other than the journal. The Committee may propose other projects related to publications which must be approved by Council.

3.4.7 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, secure all available information concerning such applicants, and submit its recommendations to the Executive Committee through the Executive Director.

3.4.8 Education and Training Committee

This committee promotes 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.

3.4.9 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.

3.4.10 History and Archives Committee

This committee is 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 is exercised through historical research, commemorative presentations, and fostering the preservation of library, archival, and museum collections.

3.4.11 International Activities Committee

This committee shall be responsible for initiation, coordination and promotion of the goals of AsMA international members and affiliated organizations, while addressing their concerns. The committee will also promote cooperation and understanding in the field of aerospace medicine among international members and constituent/affiliated organizations.

3.4.12 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.

3.4.13 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.

3.4.14 Resolutions Committee

Resolutions may be proposed by individual members, standing and special committees, and the Council. All proposed resolutions must be submitted to the Resolutions Committee at least 60 days prior to the annual business meeting of the Association, with the exception of those resolutions initiated by the Council. All resolutions, which have been reviewed and coordinated by the Resolutions Committee, shall be submitted to and approved by the Council for presentation to the Association membership for clarifying amendments and vote. The Council may, at any time, on its own initiative, propose resolutions to be considered at the annual meeting of the Association.

3.4.15 Science and Technology Committee

This committee is responsible for preparing reports, resolutions, and recommendations related to the objectives of the Association which involve interdisciplinary problems in the areas of systems analysis and technology utilization, as well as bioengineering, biomedical, and human factor requirements.

3.5 Annual Scientific Meeting Committees

3.5.1 Arrangements

Responsibilities of the arrangements committee:

1. 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.
2. Arrange for the Tuesday evening social event if the President elects to have one. It might be best to have a few options, which can be discussed with the President.
3. Work closely with the Executive Director and representatives from the contractor in charge of convention activities in planning the Welcome Reception.
4. Arrange for the Afterglow following the Honors Night Banquet. A combo or DJ is desirable for dancing.
5. Prepare a single page flyer on the city including major sites, restaurants etc. 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.
6. Identify a nearby hospital and telephone number in event of illness. Publish in above flyer and announce at opening ceremonies.
7. Arrange for Annual Fun-Run and AsMA golf tournament, if applicable.
8. Announce arrangements at opening ceremony, encourage attendance at all social events, and announce major changes in schedule.
9. Attend Council and Scientific Program Committee meetings to report on Arrangements and work issues.
10. 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 AsMA staff, contractor representatives and hotel employees.
11. Communicate with Executive Director, AsMA President, Program Chair and Program contractors during the convention to ensure all arrangements are progressing as planned.

3.5.2 Exhibits

(Input needed from Committee)

3.5.3 Program Committee

The program committee has the responsibilities of planning the Annual Scientific program.

1. The Chair with the assistance from the Panel and Poster Chairs will coordinate with the AsMA staff regarding Abstract submission.
2. The annual Program Committee meeting is held following the fall Council meeting to provide peer review of Abstracts submitted and planning the Scientific Sessions.
3. The Chair assigns co-chairs for each scientific session and coordinates guidelines for session chairs. Daily during the meeting, collects data regarding canceled presentations and number of attendees at sessions.
4. Ensure requirements for CME documentation is completed.

3.5.4 Publicity

(Input needed from Committee)

3.5.5 Registration

(Input needed from Committee)

3.6 Constituent and Affiliated Organizations

There shall be Constituent and Affiliated Organizations and Certifications Boards. All Constituent and Affiliated Organization and Certification Boards shall have similar Objectives and purposes to those of the Aerospace Medical Association. Refer to AsMA Bylaws Article VII for qualification and application for condition of Constituency or Affiliation.

Section 4 Membership

AsMA unites over 3,000 active members including flight surgeons, flight nurses, scientists, aerospace physiologists, biomedical and human factors engineers, psychologists, and allied health care specialists. International members comprise nearly 25% of the membership and represent over 70 nations. AsMA also includes constituent and affiliated organizations from civilian, military and international communities.

AsMA 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 AsMA Bylaws provide qualifications for these member categories.

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.

Section 5 Fellowship

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

5.1 Fellow

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 can not 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

5.3.1.1 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.

5.3.1.2 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.

5.3.1.3 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.

5.3.1.4 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.

5.2.1.5 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.

5.2.1.6 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.

5.2.1.7 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 can not 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.

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

5.4 Associate Fellow

Associates Fellows (AF) are selected according to AsMA 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 AsMA 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 Fellow 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 AsMA 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 Associate Fellows roster published in the October *Aviation, Space, and Environmental Medicine* membership directory with the list of first authors found in the December *Aviation, Space, and Environmental Medicine* annual journal index.
- 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 AsMA home office in support of AsMA electronic information initiatives on the AsMA web site at 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 AsMA membership. AFG site: <http://www.asmaafg.org>

5.4.2.3 *Program Committee Chair:* The Program Committee encourages and mentors Associate Fellows to submit abstracts to the AsMA 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 AsMA 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 AsMA 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.

- By 1 August, review AFG applications from the AsMA home office and inform Chair AFG by letter of the new Associate Fellow nominations.
- By 30 September, 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 AsMA 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 AsMA.
- Coordinate with the Chair Merchandising Committee for staffing the Associate Fellows information and merchandising table at the AsMA 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 AsMA home office or special AsMA projects. These activities enhance the visibility of the AFG.

- Organize merchandising activities for the Associate Fellows table at the AsMA 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 Monday evening social held in conjunction with the AsMA Aerospace Nursing Section and the Tuesday morning breakfast meeting.

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

5.5 Honorary Fellow

Process for selecting Honorary Fellow is outlined in Article IV, C. of AsMA 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.

Section 6

Public Policy Development

The Aerospace Medical Association provides aeromedical expertise for public policy development through official letter, resolutions and position. Documents are generated depending on the nature of information promulgated by the Association. 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 web site for access by the membership including to whom they have been forwarded.

6.1 Official Letter

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 anytime. Resolutions not initiated by the Council must be submitted to the AsMA 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 prior to before presentation to the membership for clarifying amendments and vote. The format for a resolution includes the 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.

6.3 Position Papers

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

Section 7

Administrative Policies

AsMA Executive Director is responsible for establishing and maintaining written administrative procedures that serve to implement policies approved by the AsMA 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 AsMA 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 AsMA's financial activities.

Membership applications and renewals: This includes establishing procedures to record and process membership applications and allowing members to renew their membership.

APPENDIX V

AsMA ORGANIZATIONAL CHART

