

# Bylaws of the Aerospace Medical Association

(Revised May 11, 2010)

## ARTICLE I. NAME

The name of this association shall be the Aerospace Medical Association.

## ARTICLE II. VISION, MISSION, AND GOALS

A. Vision: The international leader in aviation, space, and environmental medicine.

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

C. Definition: As used in this document, Aerospace medicine is the multi-disciplinary application of professional and scientific knowledge, training, and research to promote and maintain the health, well-being, safety, and performance of those involved in aerospace activities.

D. Goals:

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

(2) Provide opportunities for education and promote research.

(3) Provide members opportunities for professional growth and development.

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

## ARTICLE III. MEMBERSHIP

### SECTION 1. Categories, Qualifications, and Election for Membership.

A. Categories: There shall be the following categories of membership: (1) Member, (2) Life Member, (3) Emeritus Member, (4) Honorary Member, (5) Corporate and Sustaining Member, (6) Technician Member, (7) Student/Resident Member.

B. Member:

(1) Those on the list of active members shall continue as active members as long as they retain their membership in good standing.

(2) An applicant for membership shall have one or more of the following minimum qualifications:

(a) Be a duly licensed physician or nurse in the country of residence; or

(b) Hold a designation as an aviation medical examiner, a flight medical officer, an aviation medical director, a flight nurse, or a submarine or diving medical officer, or have held such rating in federal or national government services and normally shall be actively engaged in related capacities; or

(c) Be a graduate of a college or commissioned in the armed services with equivalent qualifications, working in or contributing to the field of aerospace medicine, aeronautics, astronautics, undersea medicine, or environmental health; or

(d) Be a scientist or engineer concerned with the life sciences in the field of, or related to, aerospace medicine, aeronautics, astronautics, undersea medicine, or environmental health; or

(e) Be engaged in teaching, research, or the applications

of such research in the field of, or related to, aerospace medicine, aeronautics, astronautics, undersea medicine, or environmental health.

(3) Application for membership shall be accompanied by the full amount of the annual membership dues. The Executive Director shall review the application. If it meets all requirements for qualification without question, the applicant shall be notified that the application has been approved. If there is a question as to the qualification of the applicant, the application shall be referred by the Executive Director to the Executive Committee. The Executive Committee shall review the application and shall take such action as its findings warrant. The Executive Committee may refer the application to the Council, which shall then determine whether the applicant so referred has the necessary qualifications.

(4) Members shall have the rights to attend all meetings of the Association, shall be entitled to vote at the business meeting and hold office and to receive the official journal.

C. Life Member: The Executive Director shall have the authority to grant Life Membership in this Association as consistent with the conditions and appropriate fee for Life Membership as established by the Council. These Life Members shall be entitled to vote and hold office and to receive the official journal.

D. Emeritus Member: At age 62 and fully retired, those individuals who have been members for a minimum of 20 years may be granted Emeritus Membership for life by the Executive Director upon written request. Such Emeritus Members shall retain the rights and privileges of regular members in good standing, except that they shall not be entitled to vote or hold office. They shall receive the official journal of the Association upon subscription at a rate to be determined by the Council.

E. Honorary Member:

(1) Honorary Members shall be elected from among those individuals who have made outstanding contributions to the advancement of aeronautics, astronautics, or undersea activities. Honorary Members shall not receive the official journal of the Association except by personal subscription.

(2) The Council shall have the power to select not more than four Honorary Members in any one year. The President of the Association, with the concurrence of the Executive Committee, shall propose nominees to the Council for approval. However, any member of this Association may submit such nominations in writing to the Executive Director for transmittal via the Executive Committee to the Council.

F. Corporate and Sustaining Member:

(1) The Executive Committee shall admit as Corporate and Sustaining Members those companies, associations, foundations, groups, or individuals contributing minimum annual dues and who meet other eligibility requirements as established by the Executive Committee.

(2) Upon their approval and acceptance by the Executive Committee, Corporate and Sustaining Members shall receive such other services as the Executive Committee may deem appropriate.

(3) Corporate and Sustaining Members shall have the privilege of attending all meetings of the Association. However, they shall not be eligible to vote or hold office.

G. Technician Member:

(1) An applicant for Technician Membership must be a technician in the field of, or related to, aerospace medicine, aeronautics, astronautics, undersea medicine, or environmental health.

(2) Technician Members shall make application in the prescribed ways indicated in Section 1, B (3) of this Article.

(3) Technician Members shall pay prescribed dues, receive the official journal of the Association, and may participate in all activities of the Association including the annual meeting, holding office and voting.

H. Student/Resident Member:

(1) An applicant for Student Membership must be enrolled full-time in an accredited college or university and have an express interest in aerospace medicine or allied sciences.

(2) An applicant for Resident Membership must be enrolled full-time in an accredited residency or equivalent training program and have an express interest in aerospace medicine or allied sciences.

(3) Student/Resident Members shall make application in the prescribed ways as indicated in Section 1, B (3) of this Article. Members seeking student/resident status beyond five years shall submit evidence of full-time student/resident status at the time of application.

(4) Student/Resident Members shall pay prescribed dues, receive the official journal of the Association, and may participate in all activities of the Association including the annual meeting, holding office and voting.

**SECTION 2. Expulsion of Members**

A member may be expelled for cause or conduct which the Council deems contrary to the best interests of this Association. For any cause other than non-payment of dues, expulsion shall occur only after the member in question has been advised in writing of the complaint and has been given an opportunity to answer the charges. Such member shall be notified by the Executive Director and shall be entitled to a hearing before the Executive Committee. The Executive Committee shall hear the case, shall have power to censure, place on probation for a period not to exceed two years, suspend for a period not to exceed three years, or expel a member, as the findings warrant. A two-thirds vote of the full membership of the Executive Committee shall be necessary for expulsion. The aggrieved member shall have the right of appeal to the Council, which shall confirm, modify, or reverse the action of the Executive Committee by a two-thirds vote. The action of the Council shall be final.

**ARTICLE IV. FELLOWSHIPS**

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

B. Fellow:

(1) Fellows of the Aerospace Medical Association shall be selected from among the active members who have made outstanding contributions to aerospace medicine, aeronautics, astronautics, undersea medicine, or environmental health, in the practical usage of research, or by precept and example.

(2) All those now holding the grade of Fellow, or who may be hereafter elected to such, shall constitute the group of Fellows. The group shall meet and shall elect annually during the annual scientific meeting its chair, who shall hold office until a successor is elected.

(3) Nominations for Fellows shall be made solely by the Fellows who are active members.

(4) Fellows will be elected annually through a published process developed by the Fellows and approved by Council.

C. Honorary Fellow:

(1) Honorary Fellows shall be elected by the Fellows from among persons who have rendered outstanding service or made outstanding achievements in aviation, space, or undersea activities. Honorary Fellows shall not be elected from members in good standing. Honorary Fellows shall be nominated and voted upon as prescribed for the election of Fellows. However, a two-thirds majority of the mail ballots cast shall be required for election. If required for any reason, additional balloting may be held at the time of the annual meeting of the group of Fellows.

(2) Honorary Fellows shall not be entitled to vote or hold office. They shall pay no dues and shall not receive the official journal of the Association except by personal subscription.

(3) The election of Honorary Fellows is limited to no more than two in any one year.

D. Associate Fellow:

(1) Selection as an Associate Fellow shall honor members of the Aerospace Medical Association who have contributed to the Association in a positive manner.

(2) All those holding the grade of Associate Fellow, or who may hereafter be elected to such, shall constitute the group of Associate Fellows. The group shall meet annually during the Association's scientific meeting during which the election of officers will be announced.

(3) A candidate for Associate Fellow shall have been a member for at least five years.

(4) Applications for Associate Fellowship shall be reviewed by the Associate Fellows and submitted to the Executive Committee for approval.

**ARTICLE V. OFFICERS**

**SECTION 1. Elected Officers**

The elected officers of this Association shall be a President, President-Elect, four Vice Presidents, Secretary, and Treasurer. The President-Elect shall be elected annually to serve one year or until a successor is elected and assumes office at the close of the annual business meeting of the Association. The Vice Presidents, Secretary, and Treasurer shall serve for two years or until their successors are elected and assume office at the close of the annual business meeting of the Association. The President-Elect shall automatically succeed to the office of President at the close of the annual scientific meeting.

**SECTION 2. President.**

The President shall chair all meetings of the Council of the Association and the Executive Committee. The President shall appoint chairs of Association committees unless provided otherwise in these Bylaws. The President has the authority and obligation to provide specific tasking to committees and other functionaries doing work for the Association. The President is an ex officio member of all Standing Committees except the

Nominating Committee. In the event an officer or elective member resigns, is incapacitated, or is otherwise unable to act, the President may appoint, with approval of the Executive Committee, an acting officer or elective member to perform those duties until the next annual meeting or for the period of the incapacity.

**SECTION 3. President-Elect.**

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.

**SECTION 4. Vice Presidents.**

The four Vice Presidents shall perform such duties as designated by the President.

**SECTION 5. 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.

**SECTION 6. 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.

**SECTION 7. Unbudgeted Expenditure of Funds.**

No Officer may make or authorize any unbudgeted expenditure without approval of the Executive Committee or the Executive Director. The Executive Director shall not make or authorize any unbudgeted expenditure exceeding the amount stipulated by the Policy and Procedures Manual without approval of the Executive Committee.

**ARTICLE VI. EXECUTIVE DIRECTOR.**

**SECTION 1. Appointment**

The Executive Director shall be appointed by the Council, and shall not hold an elective office.

**SECTION 2. Duties.**

A. The Executive Director shall be the chief operating officer of the Association and shall keep its records, and a file of its publications. The Executive Director shall notify all members of the time and place of meetings, notify Council members of the time and place of Council meetings, and shall prepare the programs of the meetings under the direction of the Council.

B. The Executive Director shall cooperate 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, shall coordinate the work performed by the various committees of the Association, shall perform such duties as are assigned by the Council, and shall act under instruction of the Executive Committee.

C. The Executive Director is 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. The Executive Director shall employ and supervise the staff, authorize purchase of supplies and equipment, arrange for office and other facilities for operating purposes, within the budget and as approved by the Executive Committee, and is empowered to sign contracts and enter into agreements on behalf of the Association and within the policies established by the Council and the Executive Committee.

D. The Executive Director shall, with the Treasurer, prepare a budget covering estimated annual expenses, to be submitted to the Council for adoption.

E. The Executive Director shall serve as the general coordinator and organizer for the annual meeting and shall direct the chairmen of the committees appointed for the planning, preparation, and operation of the annual meeting of the Association subject to the supervisory authority of the Executive Committee.

F. The Executive Director may retain legal and professional services as may be required with the prior approval of the Executive Committee.

G. The Executive Director shall prepare for the annual 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.

H. The Executive Director shall report 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.

I. The Executive Director shall be bonded in an amount approved by the Executive Committee.

**ARTICLE VII. COUNCIL OF THE AEROSPACE MEDICAL ASSOCIATION AND EXECUTIVE COMMITTEE**

**SECTION 1. The Council of the Aerospace Medical Association.**

The governing body of this Association shall be the Council of the Aerospace medical Association, hereinafter referred to as the Council.

**SECTION 2. Membership of the Council.**

Membership of the Council shall consist of the President, President-Elect, the immediate Past President, the four Vice Presidents, the Secretary, the Treasurer, 12 elective members, one member selected by each of the Constituent Organizations, one member selected by the Fellows group, one member selected by the Associate Fellows Group, the Regent for Aerospace Medicine of the American College of Preventive Medicine, the Parliamentarian (ex officio member without vote; appointed by the President and approved by Council), and a student or resident representative selected by the Aerospace Medicine Student Resident Organization. The Executive Director shall be an ex officio member without vote. Of the 12 elective members, 4 shall be elected to the Council each year for three-year terms. No such elected member shall be eligible for more than two successive terms as an elective member. In the event an elected member of the Council resigns or is otherwise unable to complete a term on the Council, the Nominating Committee shall propose a nominee or nominees for election to fill the remaining year or years in that term. In the event a non-elected member resigns, is incapacitated, or is otherwise unable to attend a Council meeting, the appointing entity may

designate an alternate by notifying the Executive Director or Secretary.

### **SECTION 3. Powers of the Council.**

A. The Council establishes policy for the Association. The Council shall be vested with the management of the funds, properties, and the affairs of the Association and shall act in the capacity of a board of directors. The Council shall adopt such regulations as may be appropriate for governing the Association. It shall have the power 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 shall have the power to approve the appointment of an Executive Director and the Editor-in-Chief of the official journal of the Association, or any educational or scientific journal or other publication, on recommendation of the Executive Committee.

B. The Council shall provide for the business and conduct of the annual special meetings, and through its Executive Committee shall be responsible for the program of the annual scientific sessions and shall approve and grant any award given by the Association.

C. The Council shall establish such rules and regulations for the election of Associate Fellows as it deems advisable and which are not in conflict with the provisions of the Bylaws

D. The Council may delegate powers and duties to officers and employees of the Association.

E. The Council may assign responsibility to the Executive Committee for the management of the Association's finances and the investment of the Association's funds.

F. The Council may establish standards and procedures for certification of the professional competence of individuals within the special disciplines of the Association. Certification shall be made by action of the Council.

G. The Council may, at any time, on its own initiative, propose resolutions to be considered at the annual meeting of the Association.

H. The Council shall perform such other duties as provided by the Bylaws.

### **SECTION 4. Meetings of the Council.**

A. Regular Meetings: The Council shall have at least three regular meetings a year at the time and place called by the President as follows:

(1) Not more than 30 days before the annual business meeting of the Association.

(2) Not more than two days after the annual business meeting of the Association. If such a meeting is called before the close of the annual meeting, the President for the succeeding year shall be installed as Chair of the Council by the then President. The new Chair, the succeeding President, shall preside during the reorganization of the council and consider any new business or items directed to the Council by the membership at the annual business meeting.

(3) Not more than eight months nor less than four months after the annual business meeting.

B. Special Meetings: Special meetings of the Council shall be held at the time and place called by the President, or the Executive Director may call a meeting upon written request of any 12 members of the Council.

C. Quorum: Forty percent of the Council shall constitute a quorum at any duly called meeting of the Council.

### **SECTION 5. Executive Committee.**

A. The Executive Committee shall consist of the President, the President-Elect, the four Vice Presidents, Secretary, Treasurer, Executive Director (ex officio without vote), and 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.

B. Except as otherwise provided in these Bylaws, the Executive Committee shall have the power to exercise all the functions of the Council between annual meetings of the Association and when the Council is not in session. The Council may delegate to such Executive Committee any or all of the powers granted to the Council by law or by these Bylaws, and not specifically delegated to any other committee or reserved to the Council by law.

C. The Executive Committee shall act as a Committee on Credentials.

D. The Executive Committee shall be responsible to the Council for the program of the scientific sessions. The Executive Committee shall follow the guidelines in the Policy and Procedures Manual for review and acceptance of proposed exhibits for the annual meeting.

E. The Executive Committee shall be in charge of the finances of the Association and the investment of funds of the Association under the direction of the Council. It shall regulate and approve the budgets of all other committees.

F. The Executive Committee shall have the power to appoint the Editor of the official journal of the association, or any educational scientific journal or other publication, with the approval of the Council, and may recommend the members of the Advisory Editorial Board to the Council after consulting with the Editor.

G. The Executive Committee shall have the power to appoint a Managing Editor and such Assistant Editors as it deems necessary.

H. The Executive Committee shall create, review, and amend the Aerospace Medical Association Policy and Procedures Manual as necessary to be consistent with the Bylaws and submit it for approval by Council.

I. The Executive Committee shall select the time and place of the annual scientific meeting.

J. Meetings: A majority of the Executive Committee shall constitute a quorum at any duly called meeting of the Committee. The President shall call such meetings of the Executive Committee as the business of the Association may require, or a meeting shall be called by the Executive Director upon written request of a majority of the Executive Committee.

## **ARTICLE VIII. ORGANIZATIONS.**

### **SECTION 1. Constituent and Affiliated Organizations.**

A. Titles: There shall be Constituent and Affiliated Organizations.

B. Qualifications:

(1) All Constituent and Affiliated Organizations shall have a similar mission and goals to those of the Aerospace Medical Association as outlined in 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; increasing the value of this Association to its members, and helping maintain and increase its membership.

(2) A Constituent Organization must have a minimum membership equivalent to 2% of the active membership of AsMA as determined and communicated in accordance with the Policy and Procedures Manual. All members of the Constituent Association shall be members of the Aerospace Medical Association.

C. Representation on the Council: 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.

D. Current Roster: Each Constituent or Affiliated Organization shall furnish the Executive Director with a current roster by January 1 of each calendar year.

#### **SECTION 2. Discontinuance of Constituency or Affiliation.**

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.

#### **SECTION 3. Application for a Condition of Constituency or Affiliation.**

A. A group 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.

B. A copy of the Constitution and Bylaws or other instruments of organization and amendments thereto of such group shall accompany its application, together with an up-to-date list or roster of its members in good standing, giving name, residence, and connection with aerospace medicine or its allied sciences.

C. 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.

D. The mission, goals, limitations, and activities of such group shall not be inconsistent with those of the Aerospace Medical Association.

E. 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.

#### **SECTION 4. Regional Subdivisions and Chapters.**

It is the policy of the Association to encourage and recognize the establishment of local chapters and subdivisions of its members. The Council shall have the authority to control the establishment, guidance, and termination of regional chapters and subdivisions and may establish regulations for this purpose upon such terms and conditions as it may deem appropriate in order to further the mission and goals of the Association. The provisions of the certificate of incorporation and of these Bylaws shall be equally binding upon the Association and all its regional sections, subdivisions, or chapters.

### **ARTICLE IX. CERTIFICATION BOARDS.**

#### **SECTION 1. Certification Boards.**

A. Titles: The Association may sponsor Certification Boards.

B. Qualifications: All Certification Boards shall have a similar mission and goals to those of the Aerospace Medical Association as outlined in Article II; 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; increasing the value of this Association to its members, and helping maintain and increase its membership.

#### **SECTION 2. 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.

#### **SECTION 3. 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.

### **ARTICLE X. ELECTIONS.**

Elections shall be held at the annual business meeting of the Association. Only active members in good standing shall be entitled to vote in the election of officers and members of the Council. These shall be elected by a majority vote of those voting members present at the annual business meeting. If there is more than one nominee for an office, the nominees shall be excused and the vote shall be by show of hands.

### **ARTICLE XI. COMMITTEES**

#### **SECTION 1. Standing Committees.**

A. There shall be the following standing committees: (1) Aerospace Human Factors, (2) Air Transport Medicine, (3) Aviation Safety, (4) Awards, (5) Bylaws, (6) Communications, (7) Corporate and Sustaining Membership, (8) Education and Training, (9) Finance, (10) History and Archives, (11) International Activities,, (12) Membership, (13) Nominating, (14) Resolutions, and (15) Science and Technology.

B. Other committees of the Association may be established as provided in the Bylaws or determined by the Council.

**SECTION 2. Appointment and Duties.**

A. 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.

B. The chair of each committee may be directed by the President of the Association to accomplish specific tasks relative to the area of expertise of that committee. Each chair shall provide an annual report to the President before each annual business meeting citing the progress and issues relating to the function of that particular committee.

**SECTION 3. Standing Committees Functions.**

A. Aerospace Human Factors Committee: This committee shall be 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 will seek to promote research and applications of human performance knowledge in every phase of systems development and deployment. Aerospace human factors include 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.

B. 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.

C. 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 represents 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.

D. 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.

E. 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 submission or 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 XV.

F. Communications Committee: This committee shall oversee 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 communications that must be approved by Council.

G. Corporate and Sustaining Membership Committee: This committee shall be 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 shall assist 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.

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.

I. Finance Committee: this committee shall update and review the Association's financial balance sheets on an ongoing basis, provide an overview of the Association's financial position to the Council at its regular meetings, and bring forward or review potential new courses of financial action. The committee is comprised of a Chair and four regular members. The President will appoint the Chair and regular members of the committee will be appointed by the Chair. The President-Elect of the Association is an ex officio member of the Finance Committee.

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.

K. International Activities Committee: This committee shall be responsible for initiation, coordination, and promotion of the goals of AsMA 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.

L. Membership Committee: This committee shall be responsible for initiating programs and activities whose purposes and objectives are to increase membership in the Association and to promote public relations. This committee shall act 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.

M. 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 immediate Past President shall serve as a member of the Nominating Committee for a one year term, and shall become Chairperson of that committee in the subsequent year. The President shall appoint another Past President to serve as chair if the immediate Past President is unable to unwilling to discharge the associated responsibilities. 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 a member, upon three 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.

N. Resolutions Committee: Resolutions may be proposed by individual members, by standing and special committees, and by 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 that 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. Resolutions will be voted on by the membership at the annual business meeting. The Council may, at any time, on its own initiative, propose resolutions to be considered at the annual meeting of the Association.

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.

#### **SECTION 4. Special Committees.**

The Council or the President may create special committees or such other committees as may be deemed necessary with such membership and for such a period of time as may be considered

appropriate. The Council or the President shall establish and define the functions of such committees.

## **ARTICLE XII. MEETINGS**

### **SECTION 1. Required Meetings.**

The Association shall hold at least one scientific meeting each year at a time and place selected by the Executive Committee. The annual business meeting shall be held during the annual scientific meeting at a time selected by the Council. The annual business meeting shall be devoted to the reception of annual reports and other business, including the nomination and election of officers.

### **SECTION 2. Time and Place of Meetings.**

Meetings shall be held as provided for in these Bylaws. In cases of emergency, the Council shall have the authority to cancel, postpone, or change the site of an annual meeting, or a special Association meeting may be authorized or called by the Council.

### **SECTION 3. Quorum.**

One hundred (100) voting members shall constitute a quorum.

### **SECTION 4. Parliamentary Authority.**

The current edition of Robert's Rules of Order Newly Revised shall cover the procedure at all meetings unless otherwise provided by these Bylaws. Unless provided otherwise by Robert's Rules of Order Newly Revised or by these Bylaws, all elections and questions shall be decided by a majority of votes cast.

### **SECTION 5. Parliamentarian.**

The duties of the Parliamentarian will be as specified in the Parliamentary Authority, with the intent to help ensure the orderly progress of meetings and the fair and equitable treatment of all participants.

## **ARTICLE XIII. DUES AND SUBSCRIPTIONS**

### **SECTION 1. Annual Dues.**

A. Annual dues for all classes of membership shall be set by the Council with the proposed change becoming effective no sooner than 60 days following advance notice published in the journal of the Association, during which time members may register their comments with the Executive Director of the Association and such comments shall be given due consideration by the Council.

B. Membership dues are payable annually on the last day of the month in which the applicant is selected for membership.

C. Annual dues shall include subscriptions to the official scientific journal of the Association and to such other records, reports, proceedings, and publications as authorized by the Council except where otherwise provided.

D. The Executive Committee may authorize suspension of dues or subscriptions on the part of any member.

### **SECTION 2. Exemption from Dues.**

A. Life Member: Following payment of the appropriate fee, the Life Member shall thereafter be exempted from the payment of annual dues.

B. Emeritus Member: Following grant of Emeritus Membership by the Council, the Emeritus Member shall thereafter be exempt from the payment of annual dues. The Emeritus Member may receive the official journal of the Association only upon payment of a subscription fee as determined by the Council.

**SECTION 3. Active Member.**

An active member – a member in good standing – is one who is current in the payment of dues as specified below.

**SECTION 4. Delinquency.**

A member is delinquent if Association dues are not paid within 60 days of the due date. If dues are not paid within 30 days after notification of delinquency, the member shall be removed from the active membership role of the Association for nonpayment of dues.

**SECTION 5. Reinstatement.**

Any member dropped for nonpayment of dues may be reinstated to member-in-good-standing status on payment of dues for the current year in advance.

**ARTICLE XIV. FUNDING AND FINANCES****SECTION 1. Funding.**

Funds may be raised (a) by dues; (b) by assessments on active members on recommendation of the Council and after approval by the membership; (c) from the publications of the Association at a rate established by the Council; and (d) in any other manner approved by the Council. Funds may be appropriated by the Council to defray the expenses of the Association.

**SECTION 2. Finances.**

A. Fiscal Year: The fiscal year shall begin on January 1 and end on December 31 each year.

B. Bond: The President, Treasurer, and Executive Director shall furnish surety bonds in an amount determined by the Council, the cost to be paid by the Association. The Executive Director, Treasurer, and other bonded persons approved by Council may sign checks.

C. Budget: The Council, at its fall meeting, shall adopt an income and expense budget covering all activities for the next fiscal year. No officer may make or authorize any unbudgeted expenditure without approval of the Executive Committee or the Executive Director. The Executive Director shall not make or authorize any unbudgeted expenditure exceeding the amount stipulated by the Policy and Procedures Manual without approval of the Executive Committee.

D. Audit: An audit shall be made by a certified public accountant at a frequency and time described in the Policy and Procedures Manual. The audit shall be submitted to the Executive Committee at its meeting prior to the annual meeting of the Association. The report of the audit shall be made available to the membership at the annual business meeting of the Association.

**ARTICLE XV. AMENDMENTS.**

The Bylaws of the Association may be amended at any annual meeting of the Association by two-thirds vote of accredited voting members present at such meeting. The proposed amendments shall have been sent in writing or electronically to the members at least 60 days prior to the annual meeting. Publication of the proposed amendments in the official journal of the Association shall meet this requirement provided that this does not reduce the time requirement. The Council may propose amendments, provided such amendments have been approved by two-thirds vote of the Council members present. Amendments may be proposed upon the petition of any 100 members, addressed to the Council. The Council shall present all such amendments to the membership with or without recommendations.

**ARTICLE XVI. DISTRIBUTION OF ASSETS UPON DISSOLUTION.**

In the event that the Association shall be dissolved, its assets at the time of dissolution shall be distributed to one or more organizations exempt from Federal Income Tax in accordance with Section 501(c)(3) of the Internal Revenue Code of 1954 or subsequent provisions to be used for purposes identical or similar to those of the Association.