



Aerospace Medical Association Policies and Procedures Manual

(Referenced to the Association's 26 April 2016 Bylaws, in boxes with bold print)

November 2018

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

TABLE OF CONTENTS

| | |
|---|----|
| INTRODUCTION | 5 |
| HISTORY AND STATUS | 6 |
| PREFACE..... | 6 |
| NAME | 7 |
| VISION, MISSION, AND GOALS | 7 |
| MEMBERSHIP | 8 |
| CONFIDENTIALITY POLICY..... | 10 |
| CORPORATE FORUM..... | 11 |
| FELLOWSHIPS | 14 |
| Fellows Group Leadership and Committees | 15 |
| Fellows Election Process | 15 |
| Associate Fellow | 18 |
| Associate Fellows Group (AFG) Leadership and Committees | 19 |
| ASSOCIATION OFFICERS | 21 |
| PRESIDENT | 22 |
| PRESIDENT-ELECT..... | 23 |
| VICE PRESIDENT FOR EDUCATION AND RESEARCH - RESPONSIBILITIES | 24 |
| VICE PRESIDENT FOR MEMBER SERVICES - RESPONSIBILITIES | 25 |
| VICE PRESIDENT FOR REPRESENTATION AND ADVOCACY - RESPONSIBILITIES ... | 26 |
| VICE PRESIDENT FOR INTERNATIONAL SERVICES - RESPONSIBILITIES..... | 27 |
| SECRETARY | 28 |
| TREASURER..... | 30 |
| EXECUTIVE DIRECTOR..... | 30 |
| COUNCIL OF THE ASSOCIATION..... | 34 |
| American Medical Association Delegate(s)..... | 34 |
| Association Council Membership (38 voting plus 3 non-voting) | 35 |
| Functions and Responsibilities of Council Members..... | 36 |
| Standard of Service..... | 37 |
| Service..... | 37 |
| Policies and Programs..... | 37 |
| Fiscal and Fiduciary..... | 38 |
| Development | 38 |
| Evaluation..... | 38 |
| Annual Timeline (Beginning after the Annual Scientific Meeting) | 38 |

| | |
|--|----|
| EXECUTIVE COMMITTEE | 40 |
| Executive Committee Membership (11 voting plus 1 non-voting) | 40 |
| Conduct of Business Between Regularly Scheduled In-Person Meetings | 41 |
| Policies and Procedures Manual..... | 41 |
| ORGANIZATIONS | 42 |
| Constituent Organizations..... | 43 |
| Affiliated Organizations | 43 |
| CERTIFICATION BOARDS | 44 |
| ELECTIONS | 45 |
| COMMITTEES..... | 45 |
| Aerospace Human Performance Committee..... | 47 |
| Aerospace Safety Committee | 48 |
| Air Transport Medicine Committee..... | 49 |
| Arrangements Committee | 50 |
| Awards Committee..... | 51 |
| Bylaws Committee | 52 |
| Communications Committee | 53 |
| Corporate and Sustaining Membership Committee | 54 |
| Education and Training Committee..... | 54 |
| Finance Committee..... | 57 |
| Global Liaison and Outreach Committee (GLOC)..... | 57 |
| History and Archives Committee..... | 59 |
| Membership Committee | 59 |
| Nominating Committee..... | 59 |
| Registration Committee..... | 61 |
| Resolutions Committee | 61 |
| Science and Technology Committee | 63 |
| Scientific Program Committee..... | 63 |
| MEETINGS..... | 65 |
| DUES AND SUBSCRIPTIONS | 66 |
| FUNDING AND FINANCES..... | 67 |
| The Association Headquarters..... | 67 |
| ASMA POLICY COMPENDIUM | 68 |
| ENDORSEMENT POLICY..... | 68 |
| ETHICS POLICY | 68 |
| CONFLICT OF INTEREST POLICY..... | 69 |

AMENDMENTS 73

DISTRIBUTION OF ASSETS UPON DISSOLUTION..... 73

 Appendix I: Aerospace Medical Association Headquarters Staff 74

 Appendix II: Aerospace Medical Association Constituent Organizations 75

 Appendix III: Aerospace Medical Association Affiliated Organizations..... 75

 Appendix IV: Aerospace Medical Association CME Planning Process 77

INDEX..... 78

INTRODUCTION

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

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

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

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

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

HISTORY AND STATUS

The Aerospace Medical Association (Association) was founded in 1929 under the guidance of Louis H. Bauer, M.D., the first medical director of the Aeronautics Branch of the Department of Commerce (which later became the Federal Aviation Administration - FAA). Dr. Bauer and his associates dedicated themselves and the new Association to the "dissemination of information as will enhance the accuracy of their specialized art, thereby affording a greater guarantee of safety to the public and the pilot, alike; and to cooperate in furthering the progress of aeronautics in the United States." From the 1929 organizational meeting of 29 "aeromedical examiners," the Association has grown to its current stature with membership consisting of aviation medical examiners/flight surgeons, flight nurses, scientists, aerospace physiologists, biomedical and human factors engineers, psychologists, and allied health care specialists from over 70 nations. It has extended its area of interest to related environmental disciplines and space. The Association now includes 12 constituent and nearly 40 affiliated organizations.

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

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

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

PREFACE

The following material consists of the policies and standard operational procedures of the Association in the same order as our Association's Bylaws. The Bylaws sections precede the Policies and Procedures portions applicable to them. The Bylaws are enclosed in boxes to differentiate them from the Policies and Procedures portions which are extensions of the Bylaws and much easier to modify than the Bylaws. This arrangement should also allow easy cross-reference between the two entities since that effort is necessary to ensure the Policies and Procedures are never in conflict with the Bylaws.

NAME

ARTICLE I. NAME

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

Originally named the Aero Medical Association of the United States in 1929, the Association name was changed to the Aero Medical Association in May, 1947 to better reflect the international nature of the Association. The name of the Association was changed to the Aerospace Medical Association in May, 1959 to include the new and growing space medicine efforts.

VISION, MISSION, AND GOALS

ARTICLE II. VISION, MISSION, AND GOALS

A. Vision: The international leader in aerospace medicine and human performance.

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.

The Association exists to ensure the highest ethical standards as they apply to the application and advancement of scientific knowledge to human adaptation and exploitation of the environment, and to relations among members with these shared interests. It seeks to advance and enrich the professional lives of its members by providing value-added services, a forum to integrate all of the aerospace medicine and related disciplines, and to facilitate members' contributions to the field and the organization. It also conducts a public affairs program to advocate aerospace medicine issues with other professional organizations and governmental institutions.

The Association conducts the world's largest Annual Scientific Meeting dedicated to aviation, space and environmental medicine. It publishes peer-reviewed research in its official journal, *Aerospace Medicine and Human Performance* (formerly *Aerospace Medicine, the Journal of Aviation Medicine, and Aviation, Space, and Environmental Medicine [ASEM]*). This journal includes peer-reviewed original research articles, abstracts from the annual scientific meeting and book reviews. Other regular features include letters to the editor, aerospace medicine reviews, editorials, a science and technology column, news items, a meetings calendar and news of members.

MEMBERSHIP

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 Member, and (8) Resident Member.

B. Qualifications: An applicant for membership shall have one or more of the following minimum qualifications:

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

(2) 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

(3) 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

(4) 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

(5) 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.

C. Election for Membership

(1) 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 in the appropriate category. If there is a question as to the qualification or category of the applicant, the application shall be referred 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 meets requirements and in which category. Any applicant refused membership for any reason will be informed of the refusal and the reason for the refusal in writing from the Executive Director and shall be informed of their right to appeal the refusal to the appropriate level.

(2) 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.

(3) Those on the list of active members shall continue as active members as long as they retain their membership in good standing to include payment of dues appropriate to their membership category as established by the Council.

D. 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.

E. Emeritus Member: The Executive Director shall have the authority to grant Emeritus Membership in this Association as consistent with the conditions and appropriate fee

for Emeritus Membership as established by the Council. At age 65, those individuals who have been members for a minimum of 25 years are eligible to apply. Such Emeritus Members shall be entitled to vote and hold office and shall retain all rights and privileges of regular members in good standing. Membership entitles Emeritus Members to the electronic version of the official journal of the Association via the Aerospace Medical Association website. The print version of the official journal of the Association shall be available to Emeritus Members via a subscription at a rate to be determined by the Executive Committee.

F. Honorary Member:

- (1) Honorary Members shall be elected from among those individuals who have made outstanding contributions to the advancement of aerospace medicine, aeronautics, astronautics, undersea medicine or environmental health 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.

G. 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.

H. 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, C 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 Business Meeting, holding office and voting.

I. Student 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) Student Members shall make application in the prescribed ways as indicated in Section 1, C of this Article. Members seeking Student status beyond five years shall submit evidence of full-time student status at the time of application.
- (3) Student Members shall pay prescribed dues and are entitled to the electronic version of the official journal of the Association via the Aerospace Medical Association website. Student Members are entitled to participate in all activities of the Association including the Annual Business Meeting, holding office and voting.

J. Resident Member:

- (1) 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.**
- (2) Resident Members shall make application in the prescribed ways as indicated in Section 1, C of this Article. Members seeking resident status beyond five years shall submit evidence of full-time resident status at the time of application.**
- (3) 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 Business Meeting, holding office and voting.**

CONFIDENTIALITY POLICY

Association members expect their personal information to be protected and not shared without their approval. The Association Headquarters staff holds a special trust with our members and must protect private information. Members' private information will not be provided outside of the Association without the express written permission by the member.

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

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

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

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

SECTION 2. Expulsion of Members and Appeal

A member may be expelled for cause or conduct which the Council deems contrary to the best interests of the Association. For any cause other than non-payment of dues, expulsion may occur only after the member in question has been advised in writing of the complaint and been given an opportunity to respond. Such member shall be notified by the Executive Director and entitled to a hearing before the Executive Committee. The Executive Committee shall hear the case and provide a ruling. The Executive Committee shall have, but not be limited to, the following powers: dismissal of the complaint, censure, probation for a period not to exceed two years, suspension for a period not to exceed three years, or expulsion of a member, as the findings

warrant. A two-thirds vote of the full membership of the Executive Committee is required for any ruling. The aggrieved member shall have the right of appeal to the Council. A two-thirds vote of the full membership of Council is required to modify or reverse the action of the Executive Committee. Failing to achieve modification or reversal from the Council, the action of the Executive Committee is confirmed. Action of the Council is final.

CORPORATE FORUM

ARTICLE IV. Corporate Forum

SECTION 1. Titles, Structure, Representation, and Relationship to AsMA Committee

A. Titles: The Corporate Members shall constitute the Corporate Forum.

B. Structure: The Corporate Forum may have an internal governance structure of its choosing, with officers and procedures appropriate to its activities.

C. Representation: The Corporate Forum shall choose one of its members to represent the Forum at Council meetings. The representative shall serve as a liaison between the Council and the Forum. The Corporate Forum is aligned under the Vice President of Member Services.

D. Relationship to Corporate and Sustaining Membership

Committee: The Corporate Forum will work in coordination with the Corporate and Sustaining Membership Committee as described in Article XII of these Bylaws.

SECTION 2. Membership

All members of the Corporate Forum shall be Corporate Members as determined in Article III of these Bylaws.

SECTION 3. Activities

A. Forum Events: The Corporate Forum will plan and conduct an Advisory event, in coordination with Council, at the Annual Scientific Meeting. The purpose of the Advisory will be an exchange of information and goals between the Association leadership and the Forum to facilitate good relations and advances in the field of Aerospace Medicine and Human Performance. The Forum may also sponsor a speaker or other similar event(s) for the general Association membership.

B. Forum Budget: The Association budget will consider and plan for reasonable expenses in connection with Forum events.

AsMA Corporate Forum (ACF)

The AsMA Corporate Forum (ACF) is comprised of corporate members who have united under a common purpose, to collectively support the mission and goals of the Aerospace Medical Association, and to bring a business culture to its operations. The ACF members also enjoy the benefits of networking in areas of common interest, to bring value to their own organizations.

The AsMA Corporate Forum has an internal governance structure and bylaws which govern its operations. The ACF is aligned under the Vice President of Member Services and works in coordination with the Corporate and Sustaining Membership Committee (CSMC). See Article XII of the Bylaws.

ACF officer responsibilities:

PRESIDENT:

1. Analyzes and supervises ACF officer functions
2. Develops meeting agendas; conducts annual meeting, holds telecom meetings, as necessary.
3. Reports to Council
4. Makes annual meeting arrangements
5. Presides over all elections of the ACF and reports outcomes to the Corporate & Sustaining Membership Committee and the Aerospace Medical Association
6. Appoints members of the Nominating Committee and Chairs of the Membership, Program, Long Range Planning, and Special Committees
7. Manages scientific program activities and events, i.e. development, sponsorship of panels, speaker bureau events, workshops and educational forums
8. Manages newsletter production and distribution; contributes to AsMA e-News twice a year
9. Manages calendar development and updating
10. Directs ACF elections
11. Serves for a one-year term

PRESIDENT-ELECT

1. Fulfills the responsibilities of the President, in the event that the President is unable to fulfill the duties of the office
2. Attends meetings and conference calls of the ACF Board of Governance
3. Manages and supervises committees and initiatives, including membership, nominating and long-range planning; supports scientific program activities
4. Assists the ACF President
5. Contributes to *ACF e-News* development
6. Contributes to annual corporate needs analysis of corporate members, in concert with the CSMC
7. Provides support to member recruitment and retention
8. Arranges for and provides plaques and certificates of recognition as needed
9. Serves for a one-year term

SECRETARY/TREASURER

1. Manages ACF correspondence
2. Attends meetings and conference calls of the ACF Board of Governance
3. Develops ACF financial reports and maintains financial records
4. Prepares and delivers a report at the annual business meeting for all financial accounts and transactions
5. Creates and maintains a current member directory to be distributed once annually to ACF members and twice annually to the Corporate & Sustaining Membership Committee and the Home Office
6. Facilitates transfer to the Historian of orderly, accurate files including: financial accounts, statements, and transactions; Board, ACF, and committee correspondence; and ACF member directory
7. Takes ACF meeting minutes

8. Contributes to *ACF e-News* development
9. Contributes to scientific program activities
10. Supports ACF senior officers
11. Serves for a two-year term– eligible for re-election

HISTORIAN

1. Maintains ACF Bylaws, historical financial and correspondence files, and directories
2. Ensures decorum in compliance with current Bylaws of the ACF of the Aerospace Medical Association at all meetings of the ACF & Board of Governors
3. Ensures ACF, officer, and committee activities are in compliance with ratified Bylaws
4. Attends meetings and conference calls of the ACF Board of Governance
5. Contributes to ACF History initiatives
6. Contributes to newsletter development
7. Contributes to scientific program development
8. Supports senior ACF officers
9. Serves for a two-year term– eligible for re-election

EXECUTIVE MANAGER

1. Acts as a consultant to the Officers, in accordance with the needs of the ACF
2. Is a coach, advisor who ensures strategic goal-oriented leadership, in the development of the ACF
3. Provides corporate and organizational memory from a historical database and personal experience, to ensure continuity in the operational activities of the ACF.
4. Serves for an eight-year term – eligible for re-election. Term may be modified by ACF officers in accordance with need.

MEMBER AT LARGE

1. Provides support and assistance to the ACF officers and committee chairs
2. Attends meetings and conference calls of the ACF Board of Governance
3. Serves for a two-year term– one member at large elected each year

The AsMA Corporate Forum operating system is structured under four committees, each led by a Chair. They are the Membership Committee, Nominating Committee, Program Committee and Long Range Planning Committee.

NOMINATING COMMITTEE

1. Identify and mentor ACF members with interests in leadership within elected and appointed positions to promote background knowledge and continuity for key functions of the organization
2. Manage the election process, i.e. preparing and distributing ballots, as detailed in Article VI of the Bylaws of the AsMA Corporate Forum

MEMBERSHIP COMMITTEE

1. Ensures new members of the ACF are well integrated into the system of activities, designed to welcome them and inform them of the benefits of membership
2. Assists the ACF Secretary-Treasurer in maintaining current contact information in all available media

3. Produces and distribute *ACF e-NEWS* to the ACF members, the Corporate & Sustaining Membership Committee, and the Aerospace Medical Association Council

PROGRAM COMMITTEE

1. Develops and sponsors scientific findings designed to improve safety in commercial, military, and general aviation and space missions; advance environmental health and medicine; facilitate exchange of information about issues of aeromedical interest in a variety of forums, including the Aerospace Medical Association annual scientific meeting with the assistance of the Corporate & Sustaining Membership Committee
2. Produces programs and events that promote interest in issues and technological advances, affecting the aerospace industry and marketplace

LONG-RANGE PLANNING COMMITTEE

1. Develops policy, procedures, and programming that promote the longevity and progress of ACF functions, as well as the growth of ACF membership
2. Serves as liaison, under the direction of the ACF President and Executive Manager, to the Corporate & Sustaining Membership Committee in planning policy and programming that promotes the longevity and progress of ACF functions, as well as the growth of ACF membership

FELLOWSHIPS

ARTICLE V. 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 will 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 by the Fellows who are active members.

(4) Fellows shall 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 aerospace medicine, aeronautics, astronautics, undersea medicine or environmental health activities. Honorary Fellows shall not normally 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 votes cast shall be required for election. If required for any reason, additional voting may be conducted 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.

Fellows Group Leadership and Committees

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.

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, the Chair of the Fellows Scholarship 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.

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.

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.

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.

Fellows Scholarship Committee – A Committee organized to conduct a review of abstracts presented by young scholars at the Annual Scientific Meeting and published in the Association's official journal. The Committee makes a selection of one or more winners of the scholarship. The scholarship is funded by the Aerospace Medical Association Foundation, which determines the amount of money available to support the scholarship each year. The Committee is formed by its Chair, who serves on the Fellows Executive Committee. The Committee is composed of Fellows.

Fellows Election Process

Definition of a quorum: A quorum of thirty (30) active Fellows is required to conduct the business of the Fellows Group at its annual meeting.

Election of new Fellows and the Chair of the Fellows Group requires a simple majority of the votes cast at the Annual meeting, including proxy votes.

The features of the election process for new Fellows include the building of a slate of nominees by a Fellows Nominating Committee, the management of evaluation criteria

by a Fellows Evaluation Committee, election by vote on the slate of nominees at the annual Meeting of Fellows, and voting by proxy for those who cannot attend. The process is based on the Fellows Election Process Assumptions document of March 18, 2007 and the Fellows Group Organizational Structure and Fellows Election Process Milestones document of March 23, 2007. Nominations for Fellow normally will not be considered for any candidate having less than 10 years of membership in the Aerospace Medical Association. However, the Fellows Nominating Committee may recommend exceptions on a case-by-case basis for otherwise highly qualified candidates.

Meeting of the Fellows Group at the Annual Aerospace Medical Association Scientific Meeting in the second calendar quarter (May):

Milestone #0 – The Chair of the Fellows Group presides over the final action of the election process for the current class year, which is a single affirmative vote by the Fellows Group on the slate of proposed nominees.

Milestone #1 - The Fellows Group votes to approve the nominees for Fellows Group Chair and Committee Chairs, who become the members of the new Fellows Executive Committee, for the next annual cycle of activities.

Milestone #2 – The newly elected Chairs of the Fellows Committees are charged to form their Committees according to due process.

Milestone #3 - The Fellows Group is charged to identify Fellows and Associate Fellows to serve on the Fellows Committees for the next class year.

Milestone #4 - The Chair of the Fellows Group provides the names of the Fellows Committee Chairs to the President of the Association in the spirit of proper recognition. Associate Fellow Committee members of the Fellows Evaluation Committee may be recommended by Association leaders.

Milestone #5 – The actions of the Fellows Group are announced at the Annual Business Meeting of the Association in the spirit of open communication.

Milestone #6 – The new Fellows are presented by the Chair of the Fellows Group and their election to Fellow is celebrated at the awards banquet of the Association.

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

Milestone #7 - The Fellows Executive Committee meets via teleconference to review the roles of the Committees and to plan the tasks related to oversight of Fellows activities including the election process.

Milestone #8 - The Fellows Nominating Committee is formed to begin the process of considering candidates for nomination for election to Fellow for the next calendar year. The Committee Chair establishes contact with the Chair of the Associate Fellows Group and coordinates support needs with the Association staff.

Milestone #9 - The Fellows Evaluation Committee is formed to begin the review of the prior year election criteria and to make needed changes to the “automated points system” tool as it will be used for the next class year.

Milestone #10 - The Chair of the Fellows Group composes and sends the first communication outlining the sequence of Fellows election process actions. All involved

are reminded that frequent and recurring verification of data from candidates is essential to ensure a fair and balanced election process.

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

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

Milestone #12 - The Chair of the Fellows Group provides the Chair of the Fellows Nominating Committee guidance and a refined charge to the Committee.

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

Milestone #13 – The Chair of the Fellows Group communicates with the Fellows requesting nominations for candidates for election to Fellow.

Milestone #14 – The Fellows Nominating Committee is provided with the names of candidates for nomination directly from Fellows, from the Associate Fellows Group, and from a screening process accomplished by the Fellows Evaluation Committee.

Milestone #15 – All candidates proposed to the Nominating Committee, including Associate Fellows and other well-qualified members, are invited to provide their own current professional information and confirm their desire to be elected.

Milestone #16 – Using the updated “automated points system” tool and current information on the candidates, the Fellows Nominating Committee begins to build the slate of nominees for election to Fellow.

Milestone #17 – The Fellows Arrangements Committee Chair working with the Committee and the Executive Director of the Association coordinates the planning of the activities related to the annual Fellows meeting and banquet.

Start of the first calendar quarter (January 1st):

Milestone #18 - The Fellows Evaluation Committee Chair provides a final report to the Fellows Executive Committee regarding any changes made in evaluation criteria, scoring, or technical improvements to the “automated points system” tool.

Milestone #19 - The Fellows Evaluation Committee reports to the Fellows Nominating Committee on the progress to date of its annual screening of Associate Fellows and other subsets of potential candidates for nomination. Associate Fellows and others found by screening to be good candidates for nomination are invited to confirm their interest in being elected and to update their professional information.

Milestone #20 – The Fellows Nominating Committee Chair provides a progress report to the Fellows Executive Committee on the candidates for nomination and recommends a date for release of the first class year slate of nominees for election to Fellow.

Milestone #21 – The Fellows Arrangements Committee Chair provides a progress report to the Fellows Executive Committee on the proposed activities for the attendees of the annual Fellows meeting and banquet.

During the first calendar quarter (January/February/March):

Milestone #22 – The Fellows Nominating Committee completes its review of the first round of candidates for nomination and provides the Chair of the Fellows Group with a first slate of nominees.

Milestone #23 - The Chair of the Fellows Group composes and sends a letter or message to the Fellows asking them to review the first slate of nominees, comment as appropriate on them, and recommend other potential candidates. Information on all nominees to include a biographical sketch and points score is sent as part of this communication to the Fellows.

Milestone #24 – The Fellows Nominating Committee reviews comments on the proposed nominees and adds new candidates for consideration in response to recommendations by Fellows. This pathway to the Nominating Committee remains open for an exceptionally well-qualified candidate, who is not an Associate Fellow, to be nominated for election to Fellow.

Milestone #25 – The Fellows Arrangements Committee Chair provides a final report to the Fellows Executive Committee and the Executive Director of the Association on the activities planned for annual Fellows meeting and banquet.

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

Milestone #26 – The Fellows Nominating Committee completes its review of all of the candidates that have been proposed and provides the Chair of the Fellows Group with a final slate of nominees.

Milestone #27 - The Chair of the Fellows Group composes and sends a letter or message to the Fellows asking them to review the final slate of nominees and to provide a proxy vote in favor of the slate if they cannot attend the Fellows meeting. Information on all nominees to include a biographical sketch and points score is sent as part of this communication to the Fellows.

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

Milestone #28 - The Chair of the Fellows Group presides over the annual meeting of Fellows and over the election of new Fellows at the meeting.

Milestone #29 - The Chair of the Fellows Nominating Committee presents the slate of nominees for election to Fellow.

Milestone #30 - The Chair of the Fellows Group asks for any final discussion of individual nominees in the spirit of ensuring that any final reservations about the nominees are expressed. The Fellows Group retains the right to amend the slate of nominees by addition or elimination during the annual meeting.

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

Election cycle begins again for the following class year.

Associate Fellow

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.

Associate Fellows Group (AFG) Leadership and Committees

Associate Fellows are selected according to the Association Bylaws (above). 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 active Association member in good standing. If a member goes three years delinquent in dues, they will be removed from the active list and will need to reapply for membership.

As new officers assume their roles in the Associate Fellows Group, their names and titles should be posted on the Associate Fellows website linked to the Association website. This is accomplished by forwarding the information to the Association Headquarters with the request that it be posted on the website and should occur soon after each Annual Scientific Meeting.

The Associate Fellows Group should submit a report to the Executive Director before each Council meeting using the format in the so-named appendix.

Associate Fellows Officers

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

Associate Fellows Committees

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

Ellingson Award Committee

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

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

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

Informatics Committee

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

Program Committee

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

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

Membership Committee

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

- Review AFG applications and inform Chair AFG by letter of the new Associate Fellow nominations.
- Score annual biographical updates, as provided by the Associate Fellows and provide a list of potential Fellow nominations to the Chair AFG. To be eligible for consideration for Fellow, they must be active members, in good standing per Article XI, Section 3 of the Association Bylaws including in good standing in the AFG. Annually, the committee will review the membership list and remove all names that are not in good standing with the Association.

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

Merchandising Committee

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

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

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.

Reception Committee

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

- Traditionally, the events include the Tuesday morning breakfast meeting and the Tuesday evening social held in conjunction with the Fellows Group.
- Coordinate with the Association Headquarters, meeting planner, Fellows Group, and AFG Chair for these annual events.

ASSOCIATION OFFICERS

ARTICLE VI. 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 Business Meeting or for the period of the incapacity.

AsMA Elected Officers Rotation

President-Elect: One Year Term – Annual Election

• Odd Year Positions – 2 Yr Terms

- ✓ Vice President
- ✓ Vice President
- ✓ Secretary

NOTE: New President assigns specific Vice President position

• Even Year Positions – 2 Yr Terms

- ✓ Vice President
- ✓ Vice President
- ✓ Treasurer

NOTE: New President assigns specific Vice President position

NOTE: Should an elected officer with a 2-Year term not be able to complete the term, a new officer will be elected or appointed, as directed by the AsMA Bylaws, to complete the remainder of the term. The Vice President positions should maintain the staggered even/odd year term cycles as indicated above. The Secretary and Treasurer positions should maintain the staggered even/odd term cycles as indicated above.

PRESIDENT

- Selects and/or approves Standing Committee Chairs with Executive Committee approval.
- Works with the Executive Director and Vice Presidents to establish agendas for the Council and Executive Committee meetings.
- Identifies appropriate speakers for the Louis H. Bauer, Eugen G. Reinartz and Harry G. Armstrong lectures

- Works with the Executive Director, the Annual Meeting Planning Contractor and Executive Committee to evaluate multiple Association meeting site proposals and select one that best meets the Association's meeting requirements
- Reviews and evaluates the Association meeting site proposals, in concert with the Executive Director, meeting planner contractors, and the Executive Committee
- Conducts an annual performance review of the Executive Director for approval of the Executive Committee
- Provides guidance, and monitors accountabilities of the officers of the Association to insure compliance with established policies.
- Offers assistance in an advisory capacity, when necessary, to other Executive Committee members
- Plans, develops and implements strategies for generating resources and revenues for the Association, in concert with the Executive Director and the Executive Committee.
- Serves as a spokesperson for the Association, in selected venues, and represents the Association before other professional bodies.
- Promotes the Association to local, national and international constituencies.
- Writes President's page for the *Aerospace Medicine and Human Performance* journal
- Participates in the site visit during the month of July, in preparation for the annual meeting in May, the following year.
- Hosts the President's reception at the annual meeting.
- In coordination with the Executive Director and Treasurer, signs official documents and papers on behalf of the Association. (Only the ED and Treasurer of the Association can sign financial documents for the Association.) (Can sign letters on behalf of the Association when appropriate)
- Ensures space medicine-related issues that arise are referred through the Vice President for Education and Research to the Space Medicine Association Executive Committee for review and recommendation.

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.

PRESIDENT-ELECT

- Reviews, updates and presents to the Executive Committee and Council the AsMA Strategic/Business Plan on an annual basis to include all new and ongoing initiatives
- Assists in the development of agendas for Association meetings in concert with the President and Executive Director

- Monitors committee progress and coordinates reports from committees under Governance
 - Finance Committee
 - Bylaws Committee
 - Nominations Committee
- During the Annual Meeting, coordinates with the President and Executive Director on selection of a Deputy Scientific Program Committee Chair for the meeting during the President-Elect's term as President when the Deputy Chair will become the Chair of the Scientific Program Committee.
- Provides guidance, and monitors accountabilities of the officers of the Association to insure compliance with established policies.
- Offers assistance in an advisory capacity, when necessary, to other Executive Committee members.
- Plans, develops and implements strategies for generating resources and revenues for the Association, in concert with the President, Executive Director and the Executive Committee.
- Assists the President to promote the Association to local, national and international constituencies.
- Reviews and evaluates the Association meeting site proposals, in concert with the President, Executive Director, meeting planner contractors and the Executive Committee.
- Provides updates on all assigned initiatives.
- Notifies Standing Committee Chairs of their continuing position or accepts suggestion for replacement without commitment as to choice.
- Notifies the Executive Director about retention of or new selections for Chairs of the Standing Committees before the end of the Annual Scientific Meeting at which transition to President occurs.

SECTION 4. Vice Presidents.

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

The Vice-Presidents oversee and provide guidance and tracking of their committees' activities. They present an activities report to the membership at the Association's annual business meeting/luncheon.

VICE PRESIDENT FOR EDUCATION AND RESEARCH - RESPONSIBILITIES

- Serves as an ex-officio non-voting member on the committees under Education and Research.
- Collects and assesses committee reports and action plans from:
 - Editor-in-Chief of the Association journal
 - Managing Editor of the Association journal

- Annual Scientific Meeting General Chair (Executive Director)
 - Scientific Program Committee
 - Arrangements Committee
 - Registration Committee
- Monitors progress and coordinates reports from the Aerospace Human Performance Committee
 - Encourages and provides guidance of the Aerospace Human Performance Committee in their efforts to address human performance issues in extreme environments during presentations at the Association Annual Scientific Meeting, in published works, and as requested by the Association Headquarters and the President.
- Monitors progress and coordinates reports from the Aerospace Safety Committee
 - Encourages and provides guidance of the Aerospace Safety Committee in their efforts to evaluate aerospace safety, provide updates for Council, and sponsor sessions and/or panels at the Association Annual Scientific Meeting.
- Monitors progress and coordinates reports from the Education and Training Committee
 - Encourages and provides guidance of the Education and Training Committee of the Association in its effort to develop and enact procedures to ensure adequate CME and MOC training is accomplished during our annual meeting.
- Monitors progress and coordinates reports from the History and Archives Committee
 - Encourages and provides guidance of the History and Archives Committee in their efforts to document and report historical items of interest to the membership and to provide continuing updates of the Reinartz Lecture Series.
- Monitors progress and coordinates reports from the Science and Technology Committee
 - Encourages and provides guidance of the Science and Technology Committee of the Association to provide updates on technological advances of interest to membership on the website or Science and Technology Watch articles for the Association journal.
- Attends all meetings of the Executive Committee and the Council and reports on activities.
- Presents activities report to membership at the Association's annual business meeting/luncheon.
- Provides updates on all assigned initiatives
- Coordinates review of space medicine-related issues that arise with the Space Medicine Association Executive Committee. Monitors progress and coordinates reports from the SMA Executive Committee.

VICE PRESIDENT FOR MEMBER SERVICES - RESPONSIBILITIES

- Serves as an ex-officio non-voting member on the committees under Member Services.

- Encourages and provides guidance of the three committees in performance of studies, reports, position papers or recommendations on awards, corporate and sustaining membership and general membership issues
- Monitors progress and coordinates reports from the Awards Committee
 - Encourages and provides guidance of the Awards Committee in its effort to develop and enact procedures to properly recognize outstanding achievements in aviation, space, and human performance activities.
- Monitors progress and coordinates reports from the Corporate and Sustaining Membership Committee
 - Encourages and provides guidance of the Corporate and Sustaining Membership Committee to ensure appropriate representation and benefits to corporate and sustaining members of the Association.
- Monitors progress and coordinates reports from the Membership Committee
 - Encourages and provides guidance of the Membership Committee in their efforts to document items of interest to the membership and to provide continuing updates on the members' recommendations for adding value to Association membership.
- Provides updates on all assigned initiatives
- Collects and assesses committee reports and action plans
- Attends all meetings of the Executive Committee and the Council and reports on activities.
- Presents activities report to membership at the Association's annual business meeting/luncheon.

VICE PRESIDENT FOR REPRESENTATION AND ADVOCACY - RESPONSIBILITIES

- Serves as an ex-officio non-voting member on the committees under Representation and Advocacy.
- Oversees and provides guidance and tracking of the activities of the Air Transport Medicine (ATM), Communications, and Resolutions Committees.
- Monitors committee progress and coordinates reports from:
 - Executive Director on Association Outreach
 - American Medical Association Delegates on AMA activities
 - American College of Preventive Medicine (ACPM) Aerospace Medicine Regent
 - American Board of Preventive Medicine (ABPM) Trustee activities
 - AsMA Representative to the Commission on the Accreditation of Medical Transport Systems (CAMTS) Board of Directors
 - Air Transport Medicine Committee
 - Encourages and provides guidance of the ATM committee in performance of studies and reports and position papers or recommendations on the biomedical aspects of air transport operations.

- Communications Committee
 - Encourages and provides guidance of the Communications Committee in overseeing the communications program of the Association including brochures, books and electronic media, in improving the utility and usability of the Association website, preparation of press releases, mass push emails, facilitating online teaching forums, posting communications of interest to membership on the website or suggestions for the Association journal, production of facilitating partnerships with other Association standing committees, groups, and organizations in Association communications activities.
- Resolutions Committee
 - Encourages and provides guidance of the Resolutions Committee in polling membership for resolutions to prepare and present to Council, and providing an efficient and timely preparation of proposed resolutions for Council and membership consideration.
- Provides updates on all assigned initiatives
- Provides oversight to the Association outreach activities.
- Provides oversight of communication and coordination between the Association and other organizations.
- Attends all meetings of the Executive Committee and the Council and reports on activities.

VICE PRESIDENT FOR INTERNATIONAL SERVICES - RESPONSIBILITIES

- Serves as an ex-officio non-voting member on the committee under International Services.
- Monitors committee progress and coordinates reports and action plans from the Global Liaison and Outreach Committee
- Provides updates on all assigned initiatives
- Oversees and provides guidance and tracking of the activities of the Global Liaison and Outreach Committee.
- Encourages and provides guidance of the Global Liaison and Outreach Committee in their efforts to promote global coordination, cooperation, and harmonization, and provides updates for Council.
- Encourages and provides guidance of the Global Liaison and Outreach Committee in performance of studies and reports and position papers or recommendations
- Collects and assesses committee reports and action plans
- Advocates on behalf of the globally diverse membership within the Association
- Attends all meetings of the Executive Committee and the Council and reports on activities.

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.

SECRETARY

General Duties

The Secretary generally performs all duties customary to that position which are not already accomplished by the Association Headquarters staff or as directed by the President.

Meeting Minutes and Other Records

The Secretary keeps the minutes of all formal Association's Council, Executive Committee, and Annual Business Meetings (see Table I below). Draft minutes are due to the Executive Director within six (6) weeks of the meeting.

The minutes of the Council and Executive Committee meetings are prepared in standard business format and in accordance with the meeting's agenda previously formulated by the President/Executive Director. The minutes include:

- List of attendees – role and affiliation
- Consideration of previous meeting minutes
- Proceedings – a summary of the discussions held at the meeting, except for:
 - Any motion statements, their resulting disposition, and votes (including abstentions by name) taken during proceedings are to be described in detail
 - All action items are to be described in detail (what, who, when).
- The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Council's or Executive Committee's decision as to whether a conflict of interest in fact existed.
- Date and time of the meeting (start and adjournment)
- The signature of the Secretary and Executive Director

The minutes of the annual business meeting are prepared in standard business format and in accordance with the meeting's agenda previously formulated by the President/Executive Director. The minutes include:

- Confirmation of a quorum
- Recognition of Past Presidents
- Report of the President
- Report of the Executive Director
- Report of the Association Foundation
- Proceedings – a summary of the discussions held at the meeting, except for:
 - Any motion statements, their resulting disposition, and votes (including abstentions by name) taken during proceedings are to be described in detail
 - All action items are to be described in detail (what, who, when).
- Time and Date of the meeting (start and adjournment)
- The signature of the Secretary and Executive Director

The Executive Committee meeting minutes are presented to Executive Committee via the Executive Director for review and approval before their publication/distribution and archiving.

The Council meeting minutes are presented to Council via the Executive Director for review and approval before their publication/distribution and archiving.

The annual business meeting minutes are presented to Executive Committee via the Executive Director for review and approval before their publication/distribution and archiving.

The publication and distribution of approved meeting minutes is described in Table I below. All approved meeting minutes will be retained by the Association Headquarters and archived in digital format in a manner that enables their simple retrieval.

The archive of these minutes will be retained and maintained by the Association Headquarters for the remainder of the Association's history, unless otherwise directed by Council. In the event of the Association's dissolution, disposition of these records will be conducted as directed by Council.

All working documents and other records under the possession of the Secretary, digital or otherwise, associated with the preparation of meeting minutes and related activities are archived by the Secretary until one year after the close of term of office, at which time these records may be eliminated, unless they are considered of significant historical value. If such is the case, the material is provided to the Executive Director as soon as available for its appropriate disposition as determined by the History & Archives Committee.

Table I. Meeting Minutes

| Minutes | Who | When | Where | Review | Publication/ Distribution |
|---------|---------------------|---------------------|----------------------------|---------------------|------------------------------|
| ✓ | Executive Committee | February | President's choice | Executive Committee | Executive Committee |
| ✓ | Council – General | April/May, Sunday | AsMA site | Council | Council, Journal |
| ✓ | Business General | April/May, Tuesday | AsMA site | Executive Committee | Executive Committee, Journal |
| ✓ | Council – Joint | April/May, Thursday | AsMA site | Council | Council |
| | Executive Committee | April/May, Friday | AsMA site | N/A | N/A |
| ✓ | Executive Committee | August | Next Year Meeting Location | Executive Committee | Executive Committee |
| ✓ | Council – General | November | Alexandria, VA | Council | Council, Journal |

Corporate Memory

The Secretary remains available to Executive Committee so as to provide guidance regarding the office's duties to the incoming Secretary, as needed.

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.

TREASURER

General Duties:

The Treasurer performs duties related to fiduciary oversight, budget development and execution and financial reporting. These duties are accomplished in close association with the Executive Director, the Finance Committee and the Association President. The Treasurer shall serve as Chairperson of the Finance Committee and provide oversight of the committee activities.

Financial Oversight:

Financial activity awareness: The Treasurer will receive monthly revenue/expense reports from the accountant or the ED. These reports typically include profit and loss statements (income and expense), balance sheets (assets and liabilities), statements of cash flows, and schedule of deferred revenue. The Treasurer will prepare a report of the Association's financial activity for each ExCom meeting and each Council Meeting. Additionally, the Treasurer will report to the membership on the activity and financial condition of the Association at the Annual Business meeting.

Budget: The ED will submit the coming year's budget prior to the summer ExCom meeting. The Treasurer will submit a budget proposal independent of the ED's proposal for discussion at the summer ExCom meeting. The ExCom will reconcile and finalize the budget for the coming year. The Treasurer will present the budget for the coming year to the fall/winter Council meeting for approval.

Reserves:

Additionally, the Treasurer should receive regular statements from the Association investment accounts (aka, reserves). Reserves currently consist of 4 investment accounts – a main account for association reserves, a Fellows account, a Reinartz Memorial Fund, and a President's Fund. These 4 funds are currently managed by UBS Financial Services of Cincinnati, OH. The Treasurer should report annually to the ExCom on the state of these accounts (Spring ExCom meeting).

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.

The Executive Director shall not make or authorize any unbudgeted expenditure exceeding \$10,000 without prior approval of the Executive Committee.

EXECUTIVE DIRECTOR

ARTICLE VII. 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 Scientific Meeting and shall direct the chairmen of the committees appointed for the planning, preparation, and operation of the Annual Scientific Meeting of the Association subject to the supervisory authority of the Executive Committee.

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 Business 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 insured in an amount approved by the Executive Committee.

EXECUTIVE DIRECTOR

Provide on-going communication with the President and Executive Committee as necessary to ensure they receive all relevant information.

- Provides editing of Meeting minutes in coordination with the Association Secretary.
- Arrange and provide, as necessary, facilities and equipment needed for meetings.
- Represents the Association to external agencies and organizations in order to communicate approved Association policies, when appropriate
- Performs other duties as assigned
- The Aerospace Medical Association provides aeromedical expertise for public policy development through official letters, resolutions and position papers. Documents are generated depending on the nature of information promulgated by the Association and the amount of time available to respond. Public policy documents will be forwarded

from the Association by the Executive Director and/or the President to appropriate organizations and agencies. Once forwarded to outside organizations and agencies, these public policy documents should be available on the Association website for access by the membership and other interested parties.

- 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.

Annual Timeline (Beginning after the Annual Scientific Meeting)

June

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

July

- ED works with Executive Committee and the Chair, Scientific Program Committee to determine the scientific focus areas for the next Annual Scientific Meeting – scientific focus areas based on analysis of meeting evaluation forms
- ED works with Executive Committee and the Chair, Scientific Program Committee to establish the learning objectives
- ED coordinates dates/location with President for the August Executive Committee meeting
- ED coordinates draft Executive Committee meeting agenda with Executive Committee
- ED coordinates contract with hotel to host November Council meeting and Scientific Program Committee abstract review

August

- ED provides Executive Committee members advance copies of materials for the Executive Committee meeting
- Executive Committee meets

September

- ED coordinates draft Executive Committee meeting minutes with Secretary
- ED coordinates distribution and review of draft Executive Committee meeting minutes with Executive Committee members

November

- ED ensures arrangements for Council Meeting and Scientific Program Committee abstract review
- Council meets
- Scientific Program Committee completes abstract peer-review and builds scientific program for next Annual Scientific Meeting

December

- ED coordinates dates/location with President for February/March Executive Committee meeting
- ED works with Managing Editor to finalize meeting brochure with Graphics Designer

January

- ED coordinates draft Executive Committee meeting agenda with Executive Committee
- ED works with CME Joint Provider to begin process for CME accreditation next Annual Scientific Meeting

February

- Executive Committee meets

March

- ED coordinates draft Executive Committee meeting minutes with Secretary
- ED coordinates distribution and review of draft Executive Committee meeting minutes with Executive Committee members

March/April

- ED prepares agendas for Council and Business meetings
- ED distributes meeting materials to Council

April/May

- Annual Scientific Meeting

COUNCIL OF THE ASSOCIATION

ARTICLE VIII. 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. Council members shall conform their conduct and perform their duties in a manner consistent with a published Ethics Policy adopted by 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 Aerospace Medical Association Delegate to the American Medical Association, the Aerospace Medical Association Delegate to the American Osteopathic Association, a student or resident representative selected by the Aerospace Medicine Student Resident Organization, the Editor-in-Chief of the Association's official journal (*ex officio* member without vote; appointed by the President and approved by Council), a representative from the Corporate Forum (*ex officio* member without vote), and the Parliamentarian (*ex officio* member without vote; appointed by the President and approved by Council). 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. All voting members of the Council must be members of the Association.

American Medical Association Delegate(s)

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

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 including an Ethics Policy for its members. 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.

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 Scientific 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. Attendance and Quorum:

(1) Attendance at any regular or special meeting of the Council may be in person or in any manner consistent with procedures published in the Policies and Procedures Manual.

(2) Forty percent of the Council shall constitute a quorum at any duly called meeting of the Council.

Association Council Membership (38 voting plus 4 non-voting)

- President
- President-elect

- Immediate Past President
- Vice President, Education and Research
- Vice President, Member Services
- Vice President, Representation and Advocacy
- Vice President, International Services
- Secretary
- Treasurer
- Members-at-Large (12)
 - Four members-at-large with terms expiring in one year
 - Four members-at-large with terms expiring in two years
 - Four members-at-large with terms expiring in three years
- Constituent Organization Representatives (12)
 - Aerospace Human Factors Association
 - Aerospace Nursing Society
 - Aerospace Physiology Society
 - Airlines Medical Directors Association
 - American Society of Aerospace Medicine Specialists
 - Army Aviation Medical Association
 - International Association of Military Flight Surgeon Pilots
 - Life Sciences and Biomedical Engineering Branch
 - Society of NASA Flight Surgeons
 - Society of U.S. Air Force Flight Surgeons
 - Society of U.S. Naval Flight Surgeons
 - Space Medicine Association
- Fellows Representative
- Associate Fellows Representative
- Aerospace Medical Student/Resident Organization Representative
- American Medical Association Delegate
- American Osteopathic Association Delegate
- Ex-Officio Members without vote (4)
 - Parliamentarian
 - Editor-in-Chief Association's Journal
 - Executive Director
 - Corporate Forum Representative

Functions and Responsibilities of Council Members

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

Members of Council must be willing to commit time to the activities of the Association, including attendance at Council meetings, acceptance of committee assignments and

committee work, and adequate preparation for committee meetings and Council discussions.

Conduct of Business Between In-Person Meetings

For issues that arise between regularly scheduled in-person meetings, the Council may conduct discussions and voting electronically if all members of the Council are connected electronically (e.g. access to email). For the purposes of electronic voting, a quorum is considered a majority of Council members with a majority vote of those Council members present required to pass. A reasonable amount of time should be allowed for electronic voting. A summary of the discussion should be provided as necessary to ensure that comments by all participants are included for review by the entire Council. Real-time teleconferences or videoconferences may be used for discussion and voting on issues of significant importance, as determined by the President, and would continue to follow the quorum required for in-person meetings as specified in the Bylaws.

Standard of Service

Each member of the Association Council voluntarily assumes their position as a matter of professional duty undertaken on the basis of professional status and commitment to the field of aerospace medicine. Recommendations and decisions should be based on the best available scientific/medical evidence. The member will not utilize their position on Council for personal gain or to directly benefit the organization they represent. Should a member believe they may have a conflict of interest, such conflict should be disclosed to the Council. The Conflict of Interest Policy section in this Policies and Procedures Manual delineates procedures to assist in determining whether a conflict exists and appropriate actions should one exist.

Service

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

Policies 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 and supporting the Executive Director.

Annual Timeline (Beginning after the Annual Scientific Meeting)

June

- Secretary and Executive Director draft Council Meeting minutes and distribute to Council members for review and comments
- Secretary and Executive Director draft minutes of Annual Business Meeting and distribute to Council members for review and comments
- Secretary and Executive Director draft minutes of the Joint Council Meeting and distribute to Council members for review and comments
- Executive Director ensures the highlights of the Council Meeting minutes and the Annual Business Meeting minutes are published in Association's Journal
- Council members begin working assigned action items
- Council members ensure Executive Director has accurate contact information
- Executive Director builds new Council roster provides copy to all Council members
- Executive Director ensures the Council list posted on the Association website is accurate
- Vice Presidents ensure assigned Standing Committees provide Executive Director a list of committee members names and contact information
- Executive Director updates Standing Committee membership on the Association website and in the IMPak database
- Constituent Organization representatives provides Executive Director the contact information for their organization's leadership

July/August

- President, Executive Director, Annual Scientific Meeting planning contractor, the Wing President and FAA Education Liaison travel to site for the next year's Annual Scientific Meeting to conduct site survey

November

- Vice Presidents ensure assigned committees provide a report to the Executive Director
- Additional reports are provided to the Executive Director from:
 - Treasurer
 - Constituent Organization representatives
 - Editor-in-Chief of the Association's Journal
 - Fellows representative
 - Associate Fellows
 - Delegates to the American Medical Association and American Osteopathic Association
 - Aerospace Medical Student/Resident Organization
- Council meets
- Executive Director works with the Association journal staff to build marketing documents and guides for the next Association Annual Scientific Program

December

- Secretary and Executive Director draft the Council Meeting minutes and distribute to Council members for review and comments
- Council members work assigned action items

March/April

- Committee, Constituent Organization, and Representative reports provided to the Executive Director
- Executive Director prepares agendas for Council and Business meetings
- Executive Director collects and distributes meeting materials to Council

April/May

- Annual Scientific Meeting
- Council meets on Sunday of Annual Scientific Meeting week
- Council facilitates the Association Annual Business Meeting during lunch on Tuesday of Annual Scientific Meeting week
- Joint Council Meeting conducted on Thursday morning of Annual Scientific Meeting week

EXECUTIVE COMMITTEE

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 Scientific 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 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 approve changes to the Aerospace Medical Association Policies and Procedures Manual as necessary to be consistent with the Bylaws and Council direction.

I. The Executive Committee shall select the time and place of the Annual Scientific Meeting.

J. Meetings: Attendance at any meeting may be in person or in any other manner consistent with procedures published in the Policies and Procedures Manual. 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.

Executive Committee Membership (11 voting plus 1 non-voting)

- President
- President-elect
- Vice President, Education and Research
- Vice President, Member Services
- Vice President, Representation and Advocacy
- Vice President, International Services

- Secretary
- Treasurer
- Three members of the Council (nominated by the President and approved by Council)
 - Common practice is to select one elective member from each of the three elective Members-at-Large year groups.
- Executive Director (*ex officio* without vote)

Conduct of Business Between Regularly Scheduled In-Person Meetings

For issues that arise between regularly scheduled in-person meetings, the Executive Committee may conduct discussions and voting electronically if all members of the Committee are connected electronically (e.g. access to email). For the purposes of electronic voting, a quorum is considered all members of the Executive Committee with a majority vote of the members of the Executive Committee required to pass. A summary of the discussion should be provided as necessary to ensure that comments by all participants are included for review by the entire Committee. Real-time teleconferences or videoconferences may be used for discussion and voting on issues of significant importance, as determined by the President, and would continue to follow the quorum required for in-person meetings as specified in the Bylaws.

Policies and Procedures Manual

The Executive Director will be responsible for updating and posting the latest version of the manual on the AsMA website with each change in the Bylaws and any change in the Manual.

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

Recommended revisions to the Policies and Procedures manual must be made to the Executive Director.

ORGANIZATIONS

ARTICLE IX. ORGANIZATIONS.

SECTION 1. Constituent and Affiliated Organizations.

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

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

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

B. 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.

C. Constituent Organizations:

(1) Constituent Organizations must have a minimum membership equivalent to 2% of the active membership of the Aerospace Medical Association as determined and communicated in accordance with the Policies and Procedures Manual. With its application for constituency, each Constituent Organization shall furnish the Executive Director a current roster of its members in good standing, giving name, residence, and connection with aerospace medicine or its allied sciences. All members of the Constituent Organization shall be members of the Aerospace Medical Association. A Constituent Organization may have sustaining partners, however, that are not active members of the Aerospace Medical Association. These sustaining partners are not members and do not count toward the 2% criterion for Constituency status. By January 1 of each calendar year, each Constituent shall furnish the Executive Director a current roster of its members.

(2) 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 during the Annual Scientific Meeting. In the event the primary representative cannot attend a Council Meeting, the name of an alternative

representative shall be presented to the Executive Director or Secretary.

Constituent Organizations

Constituent Organizations will submit a report to the Executive Director a minimum of one week before the fall and spring Council meetings in the format requested. Any additional reports will be submitted as deemed necessary by the President or by the Committee.

A Constituent Organization cannot represent the Association to any outside person or organization except when clearly authorized to do so by the Association Executive Committee.

As new officers assume their roles in Constituent Organizations, their names and titles should be posted on the Constituent Organizations' website linked to the Association website. This is accomplished by forwarding the information to the Association Headquarters with the request that it be posted on the website and should occur soon after each Annual Scientific Meeting.

D. Affiliated Organizations:

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

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

SECTION 2. 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.

Affiliated Organizations

An Affiliated Organization cannot represent the Association to any outside person or organization except when clearly authorized to do so by the Association Executive Committee.

CERTIFICATION BOARDS

ARTICLE X. 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 must 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.

Certification Boards will submit a report to the Executive Director a minimum of one week before the spring Joint Council meeting with an update regarding Certification Board proceedings in the days prior to that meeting.

The Council Representative to the Certification Board reports the number of applicants approved to participate in the certification process, the number of approved applicants that successfully completed all certification requirements and makes a motion to the Council that the named individuals be awarded certification.

The Council Representative to the Certification Board moves that the Council accept the new members of the Certification Board and the Board Chair by name.

A Certification Board cannot represent the Association to any outside person or organization except when clearly authorized to do so by the Association Executive Committee.

As new officers assume their roles in the Certification Board/s, their names and positions should be posted on the Association website. This is accomplished by forwarding the information to the Association Headquarters with the request that it be posted on the website and should occur soon after each Annual Scientific Meeting.

ELECTIONS

ARTICLE XI. 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.

See Nominating Committee Below

COMMITTEES

ARTICLE XII. COMMITTEES

SECTION 1. Standing Committees.

A. There shall be the following standing committees:

(1) Aerospace Human Performance, (2) Aerospace Safety, (3) Air Transport Medicine, (4) Arrangements, (5) Awards, (6) Bylaws, (7) Communications, (8) Corporate and Sustaining Membership, (9) Education and Training, (10) Finance, (11) Global Liaison and Outreach, (12) History and Archives, (13) Membership, (14) Nominating, (15) Registration, (16) Resolutions, (17) Science and Technology, and (18) Scientific Program.

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 and reports relative to the area of expertise of that committee. Committee Chairs shall identify at least one Deputy Chair. Committees may have such subcommittees as the President and the committee may deem necessary to carry out their purposes. The Policies and Procedures Manual describes the committees' reporting responsibilities and details of their activities and function.

Reports from Committee Chairs to the Council will be in a format stipulated by the President with concurrence of the Executive Committee and will be sent to the Executive Director for appropriate dispersal before Council meetings and as requested by the President.

Chairs of standing committees must be Association members and shall be appointed annually by the in-coming President in consultation with committee chairs, the leadership of the associated constituent organizations, if applicable, and the responsible AsMA Vice President. Consideration should be given to the continuity of committee chairs and deputy chairs as appropriate for some committees; however, committee chairs should typically not normally serve more than for 3 consecutive years subject to yearly approval of the President.

While not a standing committee, the Space Medicine Association (SMA) Executive

Committee will act as an ad hoc committee for space medicine-related issues as the need arises. As such, the SMA Executive Committee will be responsible for preparing reports, position papers, resolutions and recommendations for the Aerospace Medical Association on matters relating to space medicine.

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 and to consult with the leadership of associated constituent organizations, if applicable. The committee Chair is responsible for completing the assigned mission of the committee and should build the team needed to accomplish that mission.

Retention on the committee is determined by the quality of service. The committee Chair may remove members from the committee after two (2) years of inactivity, as indicated by a lack of participation in committee activities/discussions. The Chair may wish to contact the member to determine their interest in continuing on the committee prior to proceeding with removal.

At the Annual Scientific Meeting, the Executive Director will gather a list of Association members interested in a committee position and distribute the information to the respective committee Chair. All committee members must also be Association members. Members interested in committee positions will also be gathered during the annual meeting of the Associate Fellows Group. Constituent and Affiliated organizations are encouraged to identify members who are interested in serving and provide those names to the Executive Director. Members are also encouraged to contact the Executive Director or committee Chair concerning their interest in serving as a member of a committee. Any member expressing an interest in serving on a committee is assigned to that committee for a year unless the committee's membership is defined by the Bylaws. NOTE: non-members of the Aerospace Medical Association may participate in committee discussions but they may not make motions or vote on committee actions.

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

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. 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.

All committees are charged with making recommendations to Council via their meeting minutes or an Action Plan (Appendix V) to their reporting official on the Executive Committee. The ED notifies Committee Chairs as to when their reports are due. Oral reports during Council meetings are discouraged and will only be made during Council if Council must vote on a motion to be presented.

Names and titles of all Standing Committee members should be updated on the Association website. This is accomplished by forwarding the information to the Association Headquarters with the request that it be posted on the website and should occur soon after each Annual Scientific Meeting.

COMMITTEE FUNCTIONS

SECTION 3. Standing Committees Functions.

A. Aerospace Human Performance Committee: This committee shall be responsible for establishing an integrating function and forum sponsoring panels and seminars, preparing reports, resolutions, and recommendations concerned with personnel selection, human performance, and 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 application of human performance knowledge in every phase of systems development and deployment. Human performance and systems integration require a multidisciplinary approach involving decision-making, behavioral, biomedical, psychosocial, physiological, and engineering factors. The goal of the committee is to produce recommendations for improving aerospace systems performance.

Aerospace Human Performance Committee

- Chairs committee meeting during annual scientific meeting
- Receives and/or solicits areas of Human Performance interest that may need review
- Solicits participation of subject area experts in review of areas of AsHPC interest
- Coordinates committee review of relevant research in areas of Human Performance interest
- Coordinates committee development of position statements for potential Association advocacy or endorsement
- Oversees and coordinates committee tasks and assigned actions
- Appoint individuals to committee positions and manages the progress of tasks assigned to these positions; forms ad-hoc subcommittees for new projects as needed
- Appoints a Deputy Chairperson to assist in managing the work of the committee
- Updates the Committee report to Council as needed and as deemed necessary by the President or by the Committee.

Responsibilities of the Deputy Chairperson

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

Responsibilities of the Committee

| Task | Assigned to: | Timeframe |
|--|--------------|-----------------|
| Report on activities of committee at annual business meeting | Chair | Apr/May, Nov |
| Present committee report to Council | Chair | Apr/May |

| | | |
|---|--------------|----------------------------|
| Update Committee Reports to Council as requested | Chairperson | Apr/May, Aug, Nov, Feb/Mar |
| Prepare committee reports to Council | Chairperson | Apr/May, Nov |
| Prepare minutes from Apr/May committee meeting and submit to chair for committee distribution | Deputy Chair | Jun |
| Submit updated roster of committee members/contact info to home office | Deputy Chair | May |

B. Aerospace Safety Committee: The goal of this committee shall be to improve the safety of aviation and space activities. The committee shall direct its efforts to identifying specific, important aviation and space safety issues, national or international in scope that represents a significant threat to the health and safety of people involved in aviation and space activities, either as crew members or passengers. The objective of the committee shall be the resolution of aviation and space safety issues through either educational or regulatory processes. The committee may, with approval of the Council or Executive Committee, recommend research projects, prepare reports and scientific papers, sponsor panels and seminars, or formulate recommendations and resolutions to accomplish this objective.

Aerospace Safety Committee

Responsibilities of the Chairperson

- Updates the Committee report to Council as needed and as deemed necessary by the President or by the Committee.
- Appoint individuals to the committee positions and manage the progress of tasks assigned to these positions; e.g., form ad-hoc subcommittees for new projects as the need arises
- Appoint a Deputy Chairperson to assist with managing the work of the committee

Responsibilities of the Deputy Chairperson

- Assist the chair in the management of the subcommittees based on their experience and the needs of the committee

Responsibilities of the Committee

| Task | Assigned to: | Timeframe |
|---|---------------------|-------------------|
| Updates the Committee report to Council as needed and as deemed necessary by the President or by the Committee. | Chairperson | Apr/May |
| Prepare committee reports to Council | Chairperson | Apr/May & Oct/Nov |
| Present committee report to Council | Chair | Apr/May, Nov |
| Prepare minutes from Apr/May committee meeting and submit to chair for committee distribution | Deputy Chair | Jun |

| | | |
|---|--------------|---------|
| Submit updated roster of committee members/contact info to Association Headquarters | Deputy Chair | May |
| Report on activities of committee at annual business meeting | Chair | Apr/May |

C. 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.

Air Transport Medicine Committee

Responsibilities of the Chairperson

- Chairs committee meeting during annual scientific meeting
- Receives and/or solicits areas of Air Transport Medicine (ATM) interest that may need review
- Solicits participation of subject area experts in review of areas of ATM interest
- Coordinates committee review of relevant research in areas of ATM interest
- Coordinates committee development of position statements for potential Association advocacy or endorsement
- Oversees and coordinates committee tasks and assigned actions
- Appoint individuals to committee and subcommittee positions and manages the progress of tasks assigned to these positions; forms ad-hoc subcommittees for new projects as needed
- Appoints a Deputy Chairperson to assist in managing the work of the committee
- Updates the Committee report to Council as needed and as deemed necessary by the President or by the Committee.

Responsibilities of the Deputy Chairperson

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

Medical Guidelines Subcommittee

- The ATM Committee Chair will appoint the Chair of the Medical Guidelines Subcommittee.
- The Subcommittee will report to the ATM Committee on their activities throughout the year.
- The Medical Guidelines Subcommittee is responsible for maintaining regular updates to the web-based Medical Guidelines for airline travel (guidance for both travelers and

health professionals) and to ensure that the guidelines are based on the best available scientific evidence.

Responsibilities of the Committee

| Task | Assigned to: | Timeframe |
|---|---------------------|----------------------------|
| Report on activities of committee at annual business meeting | Chair | Apr/May |
| Present committee report to Council | Chair | Apr/May, Nov |
| Update Committee Reports to Council as requested | Chairperson | Apr/May, Aug, Nov, Feb/Mar |
| Prepare committee reports to Council | Chairperson | Apr/May & Oct/Nov |
| Prepare minutes from Apr/May committee meeting and submit to chair for committee distribution | Deputy Chair | June |
| Submit updated roster of committee members/contact info to home office | Deputy Chair | May |

D. Arrangements Committee: The Arrangements Committee works with the Association Headquarters Staff to make logistical arrangements for the Annual Scientific Meeting.

Arrangements Committee

Responsibilities of the Arrangements Committee

- Arrange for the Band for the Opening Ceremony--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
- Work closely with the Executive Director and representatives from the contractor in charge of convention activities in planning the Welcome Reception.
- Arrange for the After Party following the Honors Night Banquet--a combo or DJ is desirable for dancing.
- Prepare a single page flyer on the city including major sites, restaurants etc., and send to Executive Director no later than December 15; include local areas of interest and transportation that is available including major airline hubs that fly into area.
- Identify a nearby hospital and telephone number in event of illness; publish in above flyer and announce at opening ceremonies.
- Announce arrangements at opening ceremony, encourage attendance at all social events, and announce major changes in schedule.
- Attend Council and Scientific Program Committee meetings to report on Arrangements and work issues.
- Review rough schedule of events with meeting contractor, well prior to the convention; arrive early at convention and participate in the Hotel planning meeting with the Association staff, contractor representatives and hotel employees.

- Communicate with Executive Director, Association President, Program Chair and Program contractors during the convention to ensure all arrangements are progressing as planned.

E. 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.

Awards Committee

Responsibilities of the Chairperson

- Updates the Committee report to Council as needed and as deemed necessary by the President or by the Committee.
- Appoint individuals to the committee positions and manage the progress of tasks assigned to these positions; forms ad-hoc subcommittees for new projects as the need arises
- Appoints a Deputy Chairperson(s) to assist with managing the work of the committee
- Annually review application and web site information, providing updates as required
- Oversee award process and provide results by deadline set by the Executive Committee
- Coordinates with Association Headquarters on any changes to the Association's member website content on award nominations

Responsibilities of the Deputy Chairperson

- Completes minutes for the annual meeting of the Awards Committee
- Assists the chair in the management of the subcommittees based on their experience and the needs of the committee
- Manages specific awards as assigned
- Sub-Committee Positions
 - Tuttle Award chair: Coordinates via a sub-committee review of articles for a Tuttle Award selection.

Responsibilities of the Committee

| Task | Assigned to: | Timeframe |
|---|------------------------------|-------------------|
| Updates the Committee report to Council as needed and as deemed necessary by the President or by the Committee. | Chairperson | Apr/May |
| Prepare committee reports to Council | Chairperson | Apr/May & Oct/Nov |
| Review and recommend updates award application and website | Chairperson; Deputy Chair | Sep |
| Solicit award nominations | Chairperson; Deputy Chair | Oct |
| Distribute award package to members for ratings | Chairperson | Jan |

| | | |
|---|--------------------|--------------|
| Collate scores and forward selections to Executive Committee via the Executive Director | Chairperson | 15 Feb |
| Tuttle Award article review | Subcommittee Chair | Jan |
| Tuttle Award finalist forwarded to Executive Committee | Subcommittee Chair | 15 Feb |
| Prepare minutes from Apr/May committee meeting and submit to chair for committee distribution | Deputy Chair | Jun |
| Submit updated roster of committee members/contact info to Association headquarters | Deputy Chair | May |
| Present committee report to Council | Chair | Apr/May, Nov |
| Report on activities of committee at annual business meeting | Chair | Apr/May |

F. 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 XVI.

Bylaws Committee

Responsibilities of the Chairperson

- Invite individuals to join the committee and manage the progress of tasks assigned; form ad-hoc subcommittees for new projects as the need arises.
- Appoint a Deputy Chairperson to assist with managing the work of the committee.
- Solicit recommendations for Bylaws amendments from Executive Committee members and interested Council members.
- Obtain feedback from Bylaws Committee.
- Obtain vote from Bylaws Committee on what to forward to Executive Committee Summer meeting.
- Obtain vote from Executive Committee on what to present at November Council Meeting.
- Prepare version of Bylaws amendments for publication in ASEM.
- Present Amendment Motions to Annual Business Meeting.

Responsibilities of the Deputy Chairperson

- Assist the chair in the management committee based on their experience and the needs of the committee

Responsibilities of the Committee

| Task | Assigned to: | Timeframe |
|------------------------------------|--------------|-----------|
| Submit updated roster of committee | Deputy Chair | Apr/May |

| | | |
|---|-------|----------------------------|
| members/contact info to Association | | |
| Prepare the Committee report to Executive Committee/Council as needed and as deemed necessary by the President or by the Committee. | Chair | Aug, Nov, Feb/Mar, Apr/May |
| Present committee report to Council | Chair | Nov, Apr/May |
| Chair May Bylaws Committee meeting; presenting any recommendations for following year Amendment efforts | Chair | Apr/May |
| Report on activities of committee at annual business meeting | Chair | Apr/May |

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

Communications Committee

Position Papers

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

Social Media Subcommittee

- The Communications Committee Chair will appoint the Chair of the Social Media Subcommittee.
- The Subcommittee will report to the Communications Committee on their activities throughout the year.
- The Social Media Subcommittee is responsible for maintaining the social media presence of the Association by producing content for and moderating the official social media accounts of the Association and coordinating the Open Access Medical Education effort of the Association. These responsibilities include the internet presence of the Association other than the Association website.
- At the request of the President, Council or the Communications Committee, the subcommittee prepares, reviews, and publishes social media posts or other related projects sponsored by the Association.

| Task | Assigned to: | Timeframe |
|---|--------------|----------------------------|
| Updates the Committee report to Council as needed and as deemed necessary by the President or by the Committee. | Chair | Apr/May, Aug, Nov, Feb/Mar |

| | | |
|---|--------------|-------------------|
| Prepare committee reports to Council | Chair | Apr/May & Oct/Nov |
| Present committee report to Council | Chair | Apr/May, Nov |
| Chair Apr/May Communications Committee meeting | Chair | Apr/May |
| Prepare minutes from May committee meeting and submit to chair for committee distribution | Deputy Chair | Jun |
| Submit updated roster of committee members/contact info to Association Headquarters | Deputy Chair | May |
| Report on activities of committee at annual business meeting | Chair | Apr/May |

H. 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.

Corporate and Sustaining Membership Committee

I. 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

Education and Training Committee

Responsibilities of the Chairperson

- Updates the Committee report to Council as needed and as deemed necessary by the President or by the Committee.
- Appoint individuals to the committee positions and manage the progress of tasks assigned to these positions; forms ad-hoc subcommittees for new projects as the need arises
- Appoints a Deputy Chairperson to assist with managing the work of the committee
- Oversee Accreditation Council for Graduate Medical Education (ACGME) related activities in conjunction with the association's Executive Director and with the Scientific Program Committee Chair (See Appendix IV). This includes attending the CME accreditation interview with the Association's Executive Director every four years.

Responsibilities of the Deputy Chairperson

- Completes minutes for the annual meeting of the Education & Training Committee

- Assists the chair in the management of the subcommittees based on their experience and the needs of the committee

Education & Training Database Chair (Compendium of Aerospace Medicine Courses): Accept updates from training programs; add updates quarterly (January, March, June, September); sends email to the Association standing committees, affiliates, and listed training program contacts in March requesting submission of program updates; brief review of database at annual committee meeting.

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

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

Responsibilities of the Committee

| Task | Assigned to: | Timeframe |
|---|-------------------------------------|--|
| Submit committee reports to Executive Committee (ExCom) | Chairperson | Feb/Mar, Aug |
| Submit committee reports to Council | Chairperson | Apr/May & Nov |
| Review annual meeting CME/MOC reports; report to ExComm with recommendations for Scientific Program Chair | Chairperson; Deputy Chair | Jun; Aug |
| Facilitate educational offerings for upcoming year based on educational gap analysis (eg. panel submission, design of enduring materials) | Chairperson; CME/MOC chairperson | Aug - Oct |
| Work with Executive Director to develop CME/MOC annual meeting survey tool | Chairperson; Deputy Chair | Oct - Jan |
| Prepare minutes from annual committee meeting and submit to chair for committee distribution | Deputy Chair | Apr/May |
| Submit updated roster of committee members/contact info to Association headquarters | Deputy Chair | Apr/May |
| Present committee report to Council | Chair | Apr/May, Nov |
| Report on activities of committee at annual business meeting | Chair | Apr/May |
| Makes updates to Compendium of Aerospace Medicine Courses | Compendium Chair | Jan, Mar, Jun, Sep |
| Email request to update Compendium | Compendium Chair | Mar |
| Review every slide in “This is Aerospace Medicine” slide show | Slide Show Chair, E & T Chair | Every 5 years, sooner if significant content changes needed |
| Submit slide show revisions to Council for approval | Slide Show Chair, E & T Chair | Apr/May meeting of relevant year |

J. 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 Chair will appoint the regular members of the committee. The President-Elect of the Association is an *ex officio* member of the Finance Committee.

Finance Committee

Finance Committee

Responsibilities of the Chairperson

- Serves as Treasurer of the Association.
- Recruits and appoints individuals to the Finance Committee and may task members as required throughout the year.
- Plans, coordinates and directs meetings of the committee and should develop a yearly agenda of review activities.
- Update Committee Reports for upcoming year.
- Along with Committee members, reviews finances, investments, and fiscal reports as required by the Treasurer or the Executive Committee, with the goal of providing oversight of spending activities and financial decisions in order to assure the solvency of the Association for the general membership.

Responsibilities of the Deputy Chairperson

- Assists the Chair in the management of the committee

Responsibilities of the Committee

| Task | Assigned to: | Timeframe |
|---|--------------|----------------------------|
| Submit updated roster of committee members/contact info to the Association | Deputy Chair | May |
| Prepare minutes from spring committee meeting | Deputy Chair | Jun |
| Prepare the committee report for Executive Committee/Council as needed and as deemed necessary by the President or by the committee | Chair | Aug, Nov, Feb/Mar, Apr/May |
| Present committee report to Council | Chair | Nov, Apr/May |

K. Global Liaison and Outreach Committee: This committee shall be responsible for initiation, coordination, and promotion of the Association's global perspectives, namely: 1) to promote coordination, cooperation, and harmonization of efforts associated with global aerospace medicine and human performance challenges, 2) to promote the importance of and opportunities in aerospace medicine and human performance in each country or region, 3) to identify and promote global best practices in aerospace medicine and human performance research and applications, and 4) to strengthen the connection between AsMA and its global membership, its global constituents and affiliated organizations.

Global Liaison and Outreach Committee (GLOC)

This AsMA Committee has a unique structure with one Chair and 7 Vice-Chairs that serve as liaisons for the following regions of the world: Europe, Africa, Asia, North America, Iberoamerican Subcontinent, Middle East, and Oceania. Each Vice-Chair brings awareness of their area of the world, and is able to contact regional members if inputs are needed for particular issues.

Responsibilities of the Chairperson

- Manage and/or provide oversight of all activities of the committee
- The Chairperson will be the primary representative of the committee and (unless otherwise delegated by the Chairperson) as such will be the single point of contact between the committee and all other bodies of the Association.
- Plan, coordinate and direct meetings of the committee
- Update the Committee report to Council as needed and as deemed necessary by the President or by the committee.
- In coordination with the VP for International Services and AsMA's President-Elect, appoint seven Vice-Chairpersons that would serve as regional liaisons and assist with managing the work of the committee
- Appoint individuals to any other committee positions (as the Committee may decide to create) and manage the progress of tasks assigned to these positions; form ad-hoc subcommittees for new projects as the need arises
- Facilitate application of limited resources to accomplish Committee objectives

Responsibilities of the Vice-Chairpersons

- In the event that the Chairperson is, for any reason, unwilling or unable to carry out the duties and responsibilities of the Chairperson, the President will select an alternate individual (potentially, but not necessarily, from among the Vice-Chairpersons) to immediately assume the role of Chairperson and carry out those duties and responsibilities until such time that a new Chairperson is selected/appointed by the next President
- Represent the committee as necessary by direction of the Chairperson
- Complete minutes for the annual meeting of the Global Liaison and Outreach Committee in coordination with the Chairperson
- Assist the Chairperson in the management of tasks assigned to the committee
- It is anticipated (but not guaranteed) that one of the Vice Chairpersons will be selected/appointed as the Chairperson

Responsibilities of the Committee's Leadership:

| Task | Assigned to: | Timeframe |
|---|---------------------|------------------|
| Chair Spring Committee Meeting | Chair | Apr/May |
| Confirm membership roster and submit updated roster of committee members/contact information to AsMA's Executive Director | Chair | May/Jun |
| Prepare minutes from Spring committee meeting and submit to Chair for Committee distribution | Vice-Chair | May/Jun |

| | | |
|---|--------------------------------------|----------------------------|
| Prepare Committee reports to AsMA's Executive Committee and Council | Chair – with inputs from Vice-Chairs | Apr/May, Aug, Nov, Feb/Mar |
| Report on activities of committee at annual business meeting | Chair | Apr/May |

L. 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.

History and Archives Committee

M. 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.

Membership Committee

N. 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. A Chairperson or any Past President who is unable or unwilling to discharge their associated responsibilities shall be replaced by the President with another Past President. The Nominating Committee shall conduct its activities by electronic communication. Each individual nominated shall have been approved by at least a simple majority vote of the Nominating Committee members. The report of the Nominating Committee shall be made prior to the Annual Scientific Meeting as stipulated in the Policies and Procedures Manual and orally at the opening ceremony of the Annual Scientific Meeting. Any member may offer additional nominations, including name of nominee and office for which nominated, from the floor at the Annual Business Meeting; however, the Executive Director must be provided written notice of the nomination no less than twenty-four hours before the Annual Business Meeting. Such nominations must be accompanied by a petition of at least 2% of the active 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.

Nominating Committee

The Nominating Committee Responsibilities:

- The AsMA Nominating Committee develops an annual slate of officers to fill the projected vacancies.

- The AsMA Nominating Committee will make nominations to ensure all elective officer and Council member-at-large positions are filled. Typically, the nominations include:
 - President-Elect (one year term)
 - Two Vice Presidents (two year term)
 - Secretary or Treasurer (two year term)
 - Four Members-at-Large (three year term)
- The Nominating Committee shall notify the AsMA Executive Director at the beginning of every nominating session planned by the Committee for each projected vacancy in order to allow notification of AsMA membership for those interested in seeking a nomination.
- Should a sitting elected officer be nominated to a new elected position before completing the normal term for that elected position, the AsMA Nominating Committee will nominate a new officer to fill the remaining term for that position (e.g., Treasurer is nominated for President-Elect but will have one year remaining on two year term. Nominating Committee nominates new Treasurer for a one year term)
- These processes will ensure a minimum of elected officers turnover in one year and helps to maintain good continuity in the AsMA Council and AsMA Executive Committee.
- The Nominating Committee solicits nominations from the committee members. Each committee member may reach out to the organizations they represent or the AsMA membership to solicit names of individuals recommended or interested in being nominated. Candidates for nomination are contacted to determine their willingness to serve and are strongly encouraged to provide biographical data and personal statements for review by the members of the Nominating Committee. Candidates are otherwise discouraged from directly campaigning to the Nominating Committee for votes.
- Committee members then conduct committee business by mail, conference call, e-mail or other electronic means to nominate persons for each vacancy. However, voting shall only be conducted via the system on the AsMA Nominating Committee website.
- Vote counting shall be un-weighted, without additional value added or subtracted to each vote by ranking or otherwise.
- Each individual nominated shall have been approved by receiving the greatest number of votes cast by the Nominating Committee. For positions with more than one opening (i.e., Vice President or Member-at-Large), the nominees receiving the highest number of votes would be selected (i.e., the top two Vice President nominees or top four Member-at-Large nominees.)
- Votes are counted by the Committee Chairperson and the vote count per candidate is shared with the Committee Deputy Chairperson to confirm the nominee selection. The count is subsequently offered to the other committee members upon their request.
- When the Nominating Committee's selections have been completed for the year, including concurrence by the AsMA Executive Committee, the entire slate of nominees shall be reported to the AsMA Executive Director in order to announce these results to the AsMA membership before the Annual Scientific Meeting. The Chairperson will present these selections again orally at the opening ceremony of the Annual Scientific Meeting and during the Annual Business Meeting.

O. Registration Committee: The Registration Committee assists with onsite registration activities associated with the Annual Scientific Meeting. This includes distribution of registration materials and coordination of tickets for events.

Registration Committee

Registration Committee Responsibilities:

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

P. Resolutions Committee: Resolutions may be proposed to the Resolutions Committee by individual members, by standing and special committees, Constituent Organizations, the Executive Committee, and the Council. Proposed resolutions that have been reviewed and coordinated by the Resolutions Committee shall be submitted to Council. If disapproved by Council, the resolution will be returned to the Resolutions Committee for further review and coordination. If approved by Council, the resolution will be presented to the Association membership. Proposed resolutions will be published on the Association's website for a period of at least 60 days to offer members the opportunity for review and comment. Members of the Association will be notified by electronic means when resolutions are posted on the website for review and when posted for a vote. Members may submit comments to the Resolutions Committee within the 60-day comment period. Comments received from members may be incorporated into the proposed resolution by the Resolutions Committee, after which the revised resolution shall be resubmitted to Council. After final review and approval by Council, the draft resolution will be posted on the Association's website for a vote by the membership. Association membership shall have final approval of resolutions. Voting on resolutions by the Association members can be performed remotely by electronic means or in person during Annual Business Meetings of the Association. Electronic voting on proposed resolutions will be open for a period of at least 30 days. A quorum of 100 Association members is necessary for a vote, and a majority of those voting members is required for final approval of a proposed resolution. Voting will not be terminated prematurely when a quorum is achieved but will remain available for the entire 30-day period. If a quorum is not met at the end of the 30-day period, the voting period may be extended up to an additional 30 days.

Resolutions Committee

Responsibilities of the Chairperson

- Receives and/or solicits areas of interest that may need official Association policy
- Solicits participation of subject area experts in review of resolutions
- Oversees committee review of proposed resolutions
- Appoints a Deputy Chairperson to assist in managing the work of the committee
- Updates the Committee report to Council as needed and as deemed necessary by the President or by the Committee.

Responsibilities of the Deputy Chairperson

- Assists the chair with the management of the committee
- Format for a resolution:

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

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

Processing Resolutions

- Review proposed resolutions, coordinate with other committees as needed, and submit to Council for approval.
- After approval by Council, post on Association website for at least 60 days for membership review and comment.
- Membership will be notified by electronic means that a proposed resolution has been published on the website. Electronic notification may be made by notice on the Association website, in the AsMA Newsletter, and via blast email to members. Member comments may be received by electronic means, via letter, or in person.
- Review comments from members and incorporate into resolution as appropriate.
- Resubmit to Council for approval.
 - If significant changes have been made to the proposed resolution, Council may require the modified resolution be posted on the Association website for another 60-day comment period.
- After final approval by Council, the proposed resolution will be posted on the Association’s website for at least 30 days for a vote by the membership.
- Membership will be notified by electronic means that a proposed resolution is open for a vote. Electronic notification may be made by notice on the Association website, blast email to members and the Association newsletter.
- A proposed resolution may be withdrawn based on feedback from either Council or the Association membership. The Resolutions Committee Chair will notify Council of the decision to withdraw a proposed resolution.
 - If the withdrawn resolution had previously been posted for review and comment by the membership, notification will be made to the Association membership of the decision to withdraw the proposed resolution.

Compendium Review Subcommittee

- The Resolutions Committee Chair will appoint the Chair of the Compendium Review Subcommittee.
- The Subcommittee will report to the Resolutions Committee on their activities throughout the year.
- The Compendium Review Subcommittee is responsible for:
 - Reviewing AsMA position papers, statements, letters, resolutions and committee reports to ensure consistency with the AsMA Policy Compendium.
 - Performing a thorough review of the AsMA Policy Compendium every 3-4 years to ensure consistency, remove outdated policies, etc.

Q. 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.

Science and Technology Committee

Responsibilities of the Chairperson

- Updates the Committee report to Council as needed and as deemed necessary by the President or by the Committee.
- Appoint individuals to the committee positions and manage the progress of tasks assigned to these positions; forms ad-hoc subcommittees for new projects as the need arises
- Appoints a Deputy Chairperson to assist with managing the work of the Committee
- Writes and distributes a yearly e-mail update of committee activities and minutes to Committee members

Responsibilities of the Deputy Chairperson

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

R. Scientific Program Committee: The Scientific Program Committee is responsible for the development and execution of the scientific program for each year's Annual Scientific Meeting. The Chair, with the help of committee members, arranges for abstract submission and review, scheduling of scientific sessions, and presentation of the scientific program.

Scientific Program Committee

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

- The Chair with the assistance from the Deputy Chair, Panel, Slide and Poster Chairs will coordinate with the Association staff regarding Abstract submission
- The annual Program Committee meeting is held following the fall Council meeting to provide peer review of abstracts submitted and planning the Scientific Sessions

- The Chair assigns Co-Chairs for each scientific session and coordinates guidelines for session chairs; daily during the annual meeting, collects data regarding canceled presentations and number of attendees at sessions
- The Chair ensures requirements for CME documentation are completed
- Abstract Submission, Review, and Cancellation
 - Following the close of an Annual Scientific Meeting, post-meeting evaluation forms are analyzed to determine the educational value of the meeting.
 - Analysis identifies knowledge and practice gap areas for the next Annual Scientific Meeting. Analysis helps the President, Scientific Program Committee Chair and the Executive Director (General Meeting Chair) establish a theme for the next meeting.
 - Theme and focus areas are published in the August issue of Aviation Space and Environmental Medicine “Call for Papers”.
 - On-line abstract submission website opens September 1 and remains open through the end of October each year for the following year’s Annual Scientific Meeting.
 - All abstracts must be submitted via the online submission site and adhere to the rules and guidelines therein.
 - All abstracts are carefully reviewed by the Scientific Program Committee members in a rigorous blinded peer-review process in mid-November.
 - All abstracts found acceptable by the Scientific Program Committee are organized into the scientific program for the next Annual Scientific Meeting – abstract authors are notified of the Scientific Program Committee’s approval/disapproval decisions following the mid-November peer-review process.
 - All approved abstracts are published in the March edition of the Association journal each year. The March journal serves as the Annual Scientific Meeting program for members.
 - Authors of approved abstracts must notify the Association Scientific Program Committee Chair prior to the Annual Scientific Meeting if they cannot attend the meeting. This allows the journal staff to cancel the approved abstract in the journal or in the meeting addendum.
 - Authors of approved abstracts who fail to notify the Association Scientific Program Committee Chair or the journal staff in advance of the meeting and then fail to present their paper, will not be allowed to submit the same abstract for consideration for a future Annual Scientific Meeting since the abstract was published and not canceled.

SECTION 4. Special Committees.

The Council or the President may create special 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.

MEETINGS

ARTICLE XIII. MEETINGS

SECTION 1. Required Meetings.

The Association shall conduct at least one Annual Business Meeting which shall be open to the general membership and devoted to the reception of annual reports, the nomination and election of officers, consideration of amendments to the Bylaws, consideration of resolutions, and any other such business as decided by the Council. The Association shall conduct at least one scientific meeting each year.

SECTION 2. Time and Place of Meetings.

The Annual Scientific Meeting shall be conducted at a time and place selected by the Executive Committee. 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.

The Annual Business Meeting shall require a minimum of one hundred (100) active members to 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.

DUES AND SUBSCRIPTIONS

ARTICLE XIV. 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 on the last day of the month in which the applicant is selected for membership and annually thereafter.

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. Honorary Member: Honorary Members shall be exempt from the payment of dues.

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

SECTION 3. Active Member.

An active member (a member in good standing) is one who is qualified for membership and is current in the payment of dues. Active members are entitled to all the rights and privileges of membership including voting and holding office.

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.

FUNDING AND FINANCES

ARTICLE XV. 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. Insurance: The Executive Director shall procure Directors' and Officers' Liability Insurance in an amount determined by the Council, the cost to be paid by the Association. The Executive Director, Treasurer, and other 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 Scientific Meeting of the Association. The report of the audit shall be made available to the membership at the Annual Business Meeting of the Association

The Association Headquarters

- The Association Executive Director is responsible for establishing and maintaining written administrative procedures that serve to implement policies approved by the Association Council and Executive Committee. The authorities and responsibilities of the Executive Director are subject to such limitations as are contained in the policies and Bylaws of the Association and interpreted by the Council and Officers.
- The Executive Director is responsible for developing policies and procedures in the following areas:
 - Personnel: This includes recruiting, hiring, training, supervision, and evaluating staff; determining compensation of staff; developing job descriptions, and implementing and recommending changes to the Employee Handbook.
 - Financial Management: The Executive Director shall not make or authorize any unbudgeted expenditure exceeding \$10,000 without prior approval of the Executive Committee. The Executive Director is responsible for developing procedures for handling receipts, administering accounts payable and accounts receivable, and ensuring accurate recording of the Association's financial activities by facilitating an audit every five years and financial statement reviews for each of the four interim years. Audits and financial statement reviews must be completed prior to the Association's

Annual Scientific Meeting and reported during the Tuesday Business Meeting during the Annual Scientific Meeting.

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

ASMA POLICY COMPENDIUM

The AsMA Policy Compendium includes various position papers, statements, letters, resolutions and committee reports produced by the Aerospace Medical Association over the years. Before submitting a proposed product for the Aerospace Medical Association, the source of the proposed product should:

- Verify agreement with current positions in the AsMA Policy Compendium.
- Circulate the proposed product to all cognizant AsMA committees, constituent organizations, and Council for coordination.

ENDORSEMENT POLICY

The Aerospace Medical Association shall only endorse ethically conducted scientific research. If the research involves the use of animals, the research must have been approved (unless exempted) by an appropriate Institutional Animal Care and Use Committee following the laws and guidance of the United States National Institutes of Health, Office of Laboratory Animal Welfare. If the research involves the use of human subjects, the research must be approved (unless exempted) by an appropriate Institutional Review Board or Ethics Review Board following the laws and guidance of the United States Food and Drug Administration and of the United States Department of Health and Human Services, Office for Human Research Protections. The Institutional Review Board shall follow the guidance of the Belmont Report, the Declaration of Helsinki, and other pertinent professional codes of ethics related to the protection of human research subjects.

The Aerospace Medical Association shall only endorse or accept for membership or affiliation, corporations, businesses, advertisers, exhibitors, donors, and other groups or organizations that are legal by United States law, of good reputation, and whose business or functional activities are congruent with the mission and goals of the Aerospace Medical Association.

ETHICS POLICY

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

- Recognize the primary function of the Aerospace Medical Association at all times is to apply and advance scientific knowledge to promote and enhance the health, safety and performance of those involved in aerospace and related activities.
- Accept as a personal duty the responsibility to keep up to date on emerging aviation, space and environmental medicine issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.

- Respect the structure and responsibilities of the Council, provide them with facts and advice as a basis for their policy making decisions, and uphold and implement policies adopted by the Council.
- Keep the aerospace medicine community informed about issues affecting it.
- Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.
- Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
- Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
- Avoid any interest or activity that is in conflict with the conduct of our official duties.
- Respect and protect privileged information to which we have access in the course of our official duties.
- Strive for personal and professional excellence and encourage the professional development of others.

CONFLICT OF INTEREST POLICY

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

- Maintenance of its tax exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the Internal Revenue Service as well as state corporate and tax officials, view the operations of the Aerospace Medical Association as a public trust which is subject to scrutiny by and accountability to such governmental authorities as well as to members of the public.
- Consequently, there exists between the Aerospace Medical Association and its Council, officers, directors and management employees a fiduciary duty which carries with it a broad and unbending duty of loyalty and fidelity. The Council, officers, directors, management employees and members have the responsibility of administering the affairs of the Aerospace Medical Association honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Aerospace Medical Association. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Aerospace Medical Association or knowledge gained thereof for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.
- This statement is directed not only to Council members and officers, but to all employees and members who can influence the actions of the Aerospace Medical Association. For example, this would include all who make purchasing decisions, all other persons who might be described as "management personnel," and all who have proprietary information concerning the Aerospace Medical Association.

- Conflicts of interest may arise in the relations of Council members, officers, directors, management employees and members with any of the following third parties:
 - Persons and firms supplying goods and services to the Aerospace Medical Association.
 - Persons and firms from whom the Aerospace Medical Association leases property and equipment.
 - Persons and firms with whom the Aerospace Medical Association is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
 - Competing or affinity organizations.
 - Donors and others supporting the Aerospace Medical Association.
 - Agencies, organizations, and associations which affect the operations of the Aerospace Medical Association.
 - Family members, friends, and other employees.

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

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

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

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

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

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

- Duty to Disclose – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the conflict of interest and be given the opportunity to disclose all material facts to the Council or Executive Committee.
- Recusal of Self – Any interested person may recuse himself or herself at any time from involvement in any decision or discussion in which the interested person believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
- Determining Whether a Conflict of Interest Exists – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Council or Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Council or Executive Committee members shall decide if a conflict of interest exists.
- Procedures for Addressing the Conflict of Interest
 - An interested person may make a presentation at the Council or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and vote on, the transaction or arrangement involving the possible conflict of interest.
 - The President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - After exercising due diligence, the Council or Executive Committee shall determine whether the Aerospace Medical Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Council or Executive Committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the Aerospace Medical Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- Violations of the Conflict of Interest Policy
 - If the Council or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Council or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
- The minutes of the Council or Executive Committee shall contain:
 - The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Council's or Executive Committee's decision as to whether a conflict of interest in fact existed.
 - The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

AMENDMENTS

ARTICLE XVI. AMENDMENTS.

The Bylaws of the Association may be amended at any Annual Business Meeting of the Association by a majority vote of active members present at such meeting. Association Bylaws amendment proposals may be submitted by any member of Council or a petition of at least 2% of the active membership of the Association. Proposed amendments must be communicated to the Association Headquarters by the end of December and approved by two-thirds vote of the Council members for consideration at the Annual Business Meeting. The membership must be notified of the proposed amendments no less than 60 days prior to the Annual Business Meeting. The Policy and Procedures Manual will describe the process for review, modification, and presentation of amendment proposals for the membership vote on each amendment at the annual meeting.

See Bylaws Committee

DISTRIBUTION OF ASSETS UPON DISSOLUTION

ARTICLE XVII. 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.

Appendix I: Aerospace Medical Association Headquarters Staff

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

Appendix II: Aerospace Medical Association Constituent Organizations

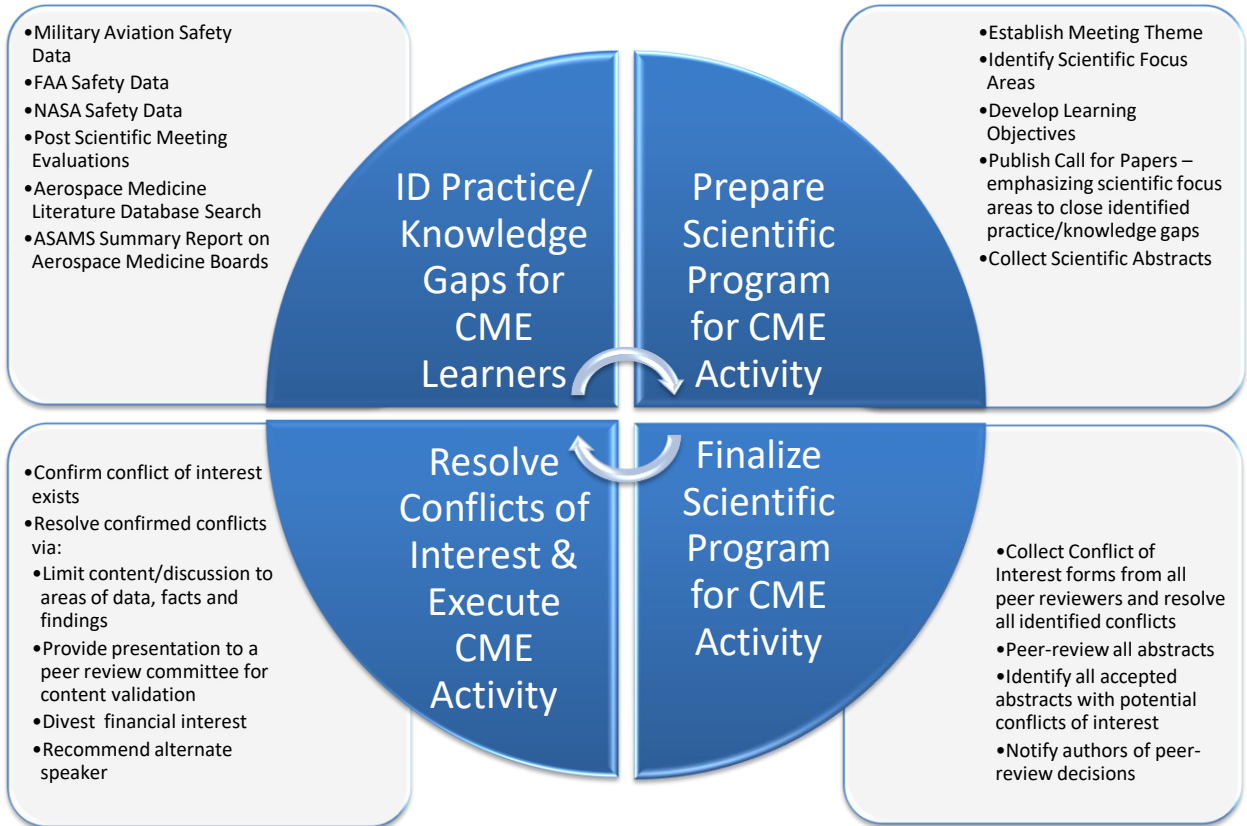
1. Army Aviation Medicine Association
2. Aerospace Human Factors Association
3. Aerospace Nursing Society
4. Aerospace Physiology Society
5. Airline Medical Directors Association
6. American Society of Aerospace Medicine Specialists
7. Life Sciences and Biomedical Engineering Branch
8. International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

Appendix III: Aerospace Medical Association Affiliated Organizations

1. Aerospace Medical Association of Korea
2. Aerospace Medical Association of the Philippines
3. Aerospace Medical Student & Resident Organization (AMSRO)
4. Alliance of Air National Guard Flight Surgeons
5. Association of Aviation Medical Examiners, UK
6. Association of USAF Reserve Flight Surgeons
7. Australasian College of Aerospace Medicine
8. Australasian Society of Aerospace Medicine
9. Aviation Medical Association of the Republic of China
10. Aviation Medical Society of New Zealand
11. Brazilian Aerospace Medical Society
12. Canadian Aerospace Medicine and Aeromedical Transport Association
13. Civil Aviation Medical Association
14. Commission Internationale Medico-Physiologique
15. Corporate and Sustaining Affiliate
16. Danish Aeronautical Medical Association
17. European Society of Aerospace Medicine
18. Flying Physicians Association
19. French Aerospace Medical Association
20. German Society of Aviation and Space Medicine
21. Greek Aerospace Medical Association
22. Hellenic Aerospace Medical Society
23. Hungarian Association of Aeromedical Examiners
24. Iberoamerican Association of Aerospace Medicine
25. International Association of Aerospace Dentistry
26. Israeli Society of Aerospace Medicine
27. Italian Aviation and Space Medicine Association
28. Japan Society of Aerospace and Environmental Medicine
29. Middle Eastern Society of Aerospace Medicine
30. Netherlands Association of Aviation Medicine
31. Norwegian Association of Aviation Medicine

32. Romanian Society of Aerospace Medicine
33. Rutgers Robert Wood Johnson Medical School
34. SAFE Association
35. Slovenian Aerospace Medical Association
36. Southern African Aerospace Medical Society
37. Spanish Society of Aerospace Medicine
38. Swedish AeroNautical Medical Association
39. Undersea & Hyperbaric Medicine Society

Appendix IV: Aerospace Medical Association CME Planning Process



INDEX

| | |
|---|--|
| <p>Aerospace Human Factors Committee 43</p> <p>Affiliate Organizations 68</p> <p>Affiliated Organizations 40</p> <p>Air Transport Medicine Committee 45</p> <p>AMENDMENTS 66</p> <p>American Medical Association Delegate(S) 31</p> <p>Associate Fellow 15</p> <p>Association Headquarters 60</p> <p>ASSOCIATION OFFICERS 18</p> <p>Aviation Safety Committee 44</p> <p>Awards Committee 47</p> <p>Bylaws Committee 48</p> <p>categories of membership 8</p> <p>CERTIFICATION BOARDS 41</p> <p>COMMITTEE FUNCTIONS 43</p> <p>COMMITTEES 42</p> <p>Communications Committee 49</p> <p>CONFIDENTIALITY POLICY 10</p> <p>CONFLICT OF INTEREST POLICY 62</p> <p>Constituent Organizations 39, 40, 68</p> <p>Core Curriculum Process 69</p> <p>Corporate and Sustaining Member 9</p> <p>Corporate and Sustaining Membership Committee 50</p> <p>Council Membership 32</p> <p>COUNCIL OF THE ASSOCIATION 31</p> <p>DISSOLUTION 66</p> <p>DUES 59</p> <p>Education and Training Committee 50</p> <p>Elected Officers 18</p> <p>Election for Membership 8</p> <p>ELECTIONS 42</p> <p>Emeritus Member 8</p> <p>ENDORSEMENT POLICY 61</p> <p>ETHICS POLICY 61</p> <p>EXECUTIVE COMMITTEE 37</p> <p>Executive Committee Membership 37</p> <p>EXECUTIVE DIRECTOR 27</p> | <p>EXECUTIVE DIRECTOR; ADDITIONAL TASKS 28</p> <p>Expulsion of Members and Appeal 10</p> <p>Fellows Election Process 12</p> <p>Fellows Group 11</p> <p>Finance Committee 52</p> <p>FUNDING AND FINANCES 60</p> <p>Headquarters Staff 67</p> <p>History and Archives Committee 52</p> <p>HISTORY AND STATUS 6</p> <p>Honorary Fellow 11</p> <p>Life Member 8</p> <p>MEETINGS 58</p> <p>MEMBERSHIP 8</p> <p>Membership Committee 53</p> <p>Nominating Committee 53</p> <p>ORGANIZATIONS 39</p> <p>Policy and Procedures Manual 38</p> <p>Position Papers 49</p> <p>Powers of the Council 31</p> <p>President 18</p> <p>PRESIDENT 19</p> <p>President-Elect 20</p> <p>PRESIDENT-ELECT 20</p> <p>Regional Subdivisions and Chapters 40</p> <p>Resident Member 10</p> <p>Resolutions Committee 55</p> <p>Science and Technology Committee 56</p> <p>Secretary 24</p> <p>Student Member 9</p> <p>Technician Member 9</p> <p>Treasurer 26</p> <p>Unbudgeted Expenditure of Funds 27</p> <p>VISION, MISSION, AND GOALS 7</p> <p>VP - EDUCATION AND RESEARCH 21</p> <p>VP - INTERNATIONAL SERVICES 24</p> <p>VP - MEMBER SERVICES 22</p> <p>VP - REPRESENTATION AND ADVOCACY 23</p> |
|---|--|