

AsMA Past Presidents

Louis H. Bauer, M.D. (1929-1931)	Donald G. M. Nelson, M.D. (1971-1972)
Ralph N. Greene, M.D. (1931-1932)	MG Spurgeon H. Neel, USA (1972-1973)
Frederick C. Warnshuis, M.D. (1932-1933)	Earl T. Carter, M.D., Ph.D. (1973-1974)
Charles H. Gowan, M.D. (1933-1934)	Maj. Gen. George E. Schafer, USAF (1974-1975)
James C. Braswell, M.D. (1934-1935)	J. Harold Brown, M.D. (1975-1976)
John A. Tamisiea, M.D. (1935-1936)	CAPT Frank H. Austin, Jr., USN (1976-1977)
Albert M. Mitchell, M.D. (1936-1937)	Brig. Gen. Howard R. Unger, USAF (1977-1978)
Bernard L. Jarman, M.D. (1937-1938)	George F. Catlett, M.D. (1978-1979)
James C. Cole, M.D. (1938-1939)	Charles E. Billings, M.D. (1979-1980)
Herbert B. Wright, M.D. (1939-1940)	Walton L. Jones, Jr., M.D. (1980-1981)
Herbert F. Fenwick, M.D. (1940-1941)	Stanley C. White, M.D. (1981-1982)
CAPT John R. Poppen, USN (1941-1942)	Jefferson C. Davis, M.D. (1982-1983)
W. Randolph Lovelace II, M.D. (1942-1943)	Stanley R. Mohler, M.D. (1983-1984)
Harold R. Bohlman, M.D. (1943-1944)	CAPT Ronald K. Ohslund, MC, USN (1984-1985)
Brig. Gen. Eugen G. Reinartz, USAF (1944-1946)	Richard D. Hansen, M.D. (1985-1986)
RADM John C. Adams, USN (1946-1947)	Maj. Gen. Robert W. Fassold, CAF, MC (1986-1987)
J. W. Tice, M.D. (1947-1948)	Arnauld E. T. Nicogossian, M.D. (1987-1988)
Marion M. Kalez, M.D. (1948-1949)	RADM Daniel B. Lestage, MC, USN (1988-1989)
CAPT Wilbur E. Kellum, USN (1949-1950)	Royce Moser, Jr., M.D., M.P.H. (1989-1990)
Col. Arnold D. Tuttle, USAF(Ret) (1950-1951)	Sarah A. Nunneley, M.D. (1990-1991)
Maj. Gen. H. G. Armstrong, USAF (1951-1952)	Michael A. Berry, M.D. (1991-1992)
William R. Stovall, M.D. (1952-1953)	J. Robert Dille, M.D. (1992-1993)
RADM B. Groesbeck, Jr., USN (1953-1954)	George K. Anderson, M.D. (1993-1994)
Brig. Gen. Otis O. Benson, Jr., USAF (1954-1955)	Richard D. Heimbach, M.D., Ph.D. (1994-1995)
Kenneth E. Dowd, M.D. (1955-1956)	James M. Vanderploeg, M.D. (1995-1996)
Jan H. Tillisch, M.D. (1956-1957)	Kenneth N. Ackles, Ph.D. (1996-1997)
CAPT Ashton Graybiel, USN (1957-1958)	Robert R. McMeekin, Jr., M.D., J.D. (1997-98)
Brig. Gen. M. S. White, USAF (1958-1959)	Roger F. Landry, M.D. (1998-1999)
Ludwig G. Lederer, M.D., Ph.D. (1959-1960)	Jeffrey R. Davis, M.D. (1999-2000)
George J. Kidera, M.D. (1960-1961)	Glenn W. Mitchell, M.D., M.P.H. (2000-2001)
RADM James L. Holland, USN (1961-1962)	Donald C. Arthur, M.D., Ph.D., J.D. (2001-2002)
Brig. Gen. Don Flickinger, USAF (1962-1963)	Claude Thibeault, M.D. (2002-2003)
Charles I. Barron, M.D. (1963-1964)	David J. Schroeder, Ph.D. (2003-2004)
Maj. Gen. T. C. Bedwell, Jr., USAF (1964-1965)	Melchor J. Antunaño, M.D., M.S. (2004-2005)
Neal E. Baxter, M.D. (1965-1966)	Michael Bagshaw, M.B., B.Ch. (2005-2006)
CAPT Frank B. Voris, USN (1966-1967)	Richard Jennings, M.D. (2006-2007)
James N. Waggoner, M.D. (1967-1968)	John D. Hastings, M.D. (2007-2008)
Brig. Gen. John M. Talbot, USAF (1968-1969)	Andrew H. Bellenkes, Ph.D. (2008-2009)
Charles A. Berry, M.D. (1969-1970)	Robert W. Weien, M.D. (2009-2010)
CAPT Ralph L. Christy, USN (1970-1971)	Marian Sides, Ph.D. (2010-2011)

AEROSPACE MEDICAL ASSOCIATION OFFICERS AND COUNCIL, 2011-2012

OFFICERS

PRESIDENT
+Fanancy L. Anzalone, M.D., M.P.H.
Lighthouse Point, FL

PRESIDENT ELECT
+P. Glenn Merchant, Jr., M.D., M.P.H.
Colorado Springs, CO

VICE PRESIDENTS

Representation & Advocacy
+Philip J. Scarpa, Jr., M.D.
Kennedy Space Center, FL

Education & Research
+Mark Campbell, M.D.
Paris, TX

Members Services
+Susan Northrup, M.D.
Peachtree City, GA

International Services
+Charles Fisher, M.D., M.P.H.
San Antonio, TX

TREASURER

+Hernando "Joe" Ortega, M.D., M.P.H.
San Antonio, TX

EXECUTIVE DIRECTOR

+Jeffrey Sventek, M.S.
Alexandria, VA

SECRETARY

+Estrella Forster, Ph.D.
Mustang, OK

COUNCIL MEMBERS

IMMEDIATE PAST PRESIDENT

Marian Sides, Ph.D.
Grayslake, IL

TERM EXPIRES IN 2012

+Charles A. DeJohn, D.O.
Oklahoma City, OK
James R. DeVoll, M.D., M.P.H.
Arlington, VA
Gabor Hardicsay, M.D.
Budapest, Hungary
Prof. Dr. Hans A. Pongratz
Munich, Germany

TERM EXPIRES IN 2013

Richard E. Bachmann, Jr., M.D., M.P.H.
Beavercreek, OH
+Jan Stepanek, M.D., M.P.H.
Scottsdale, AZ
Robert Johnson, M.B.A., M.D., M.P.H.
Mustang, OK
David B. Rhodes, M.D., M.P.H.
Dayton, OH

TERM EXPIRES IN 2014

Richard A. Beane, M.D., M.P.H.
Fairfax, VA
+Joseph P. Dervay, M.D., M.P.H.
League City, TX
Margaret B. Matarese, M.D., M.P.H.
Universal City, TX
Justin T. Woodson, M.D.
Chevy Chase, MD

+ Members of Executive Committee

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CONSTITUENT REPRESENTATIVES

Aerospace Human Factors Association
Dwight A. Holland, M.D., Ph.D.
Aerospace Nursing Society
Eleanor (Carolyn) Jarrett, B.S.N.
Aerospace Physiology Society
Vincent W. Musashe
Airlines Medical Directors Association
Gordon S. Landsman, M.D.
American Society of Aerospace Medicine Specialists
Joseph F. McKeon, M.D., M.P.H.
International Assoc. of Military Flight Surgeon Pilots
Lex Brown, M.D., M.P.H.
Life Sciences and Biomedical Engineering Branch
Lloyd Tripp, Ph.D.
Society of U.S. Air Force Flight Surgeons
Timothy Robinette, M.D., M.P.H.
Society of U.S. Naval Flight Surgeons
Kris M. Belland, D.O.
Space Medicine Association
Volker R. Damann, M.D.
U.S. Army Aviation Medical Association
Stephen A. Bernstein, M.D.

FELLOWS GROUP

Peter B. Mapes, M.D., M.P.H.

ASSOCIATE FELLOWS GROUP

Lance Annicelli

ACPM AEROSPACE MEDICINE REGENT

Mary A. Anderson, M.D., M.P.H., FACPM

AEROSPACE MEDICAL STUDENT/RESIDENT

Alejandro Garbino, Ph.D.

2012 ANNUAL MEETING CHAIRS & COMMITTEES



Arleen Saenger
Scientific Program



Valerie Martindale
Deputy Scientific Program



Nora Taylor
Registration



David Millett
Arrangements



Daniel Weaver
Panels



Justin Woodson
Slides



Michelle Bryce
Posters

Committee Members

SCIENTIFIC PROGRAM

Arleen Saenger—Chair
Valerie Martindale—Deputy
Daniel Weaver—Panels
Michelle Bryce—Posters
Justin Woodson—Slides

Lance L. Annicelli
Melchor Antunano
Fanancy L. Anzalone
Christopher R. Armstrong
Richard E. Bachmann
Denise L. Baisden
Yael R. Barr
Richard A. Beane
Lee G. Beyer
Frederick Bonato
Eugenia A. Bopp
Douglas D. Boyd
Tyson J. Brunstetter
Daniel Buckland
Mark R. Campbell
Bob S. Cheung
Jonathan B. Clark
Volker R. Damann
John Darwood
Charles A. DeJohn
Joseph P. Dervay
Richard H. Evans
Edmond F. Feeks

Estrella M. Forster
Mary Anne B. Frey
Alejandro Garbino
John M. Gooch
Eileen S. Hadbavny
Gabor Hardicsay
Alan R. Hargens
John R. Heil
Leonid Hrebien
Thomas F. Jarnot
Robert Johnson
Larry P. Krock
Gordon S. Landsman
Vivienne M. Lee
Harriett Lester
Benisse Lester
Nicholas M. Lomangino
Cheryl L. Lowry
Thomas D. Luna
Carol A. Manning
Peter B. Mapes
Royden W. Marsh
Margaret B. Matarese
Percival D. McCormack
Patrick J. McGinnis
Luis A. Moreno
Thomas R. Morgan
Royce Moser
Kenneth J. Myers
Van B. Nakagawara

Paul H. Nelson
Thomas E. Nesthus
Susan E. Northrup
Sarah A. Nunneley
Derek M. Nusbaum
Hugh J. O'Neill
Robert R. Orford
Hernando J. Ortega
James R. Phelan
Shean E. Phelps
Jeb S. Pickard
Brian S. Pinkston
Sam Lee Pool
Azhar Rafiq
Russell B. Rayman
Brian Hadley Reed
David B. Rhodes
Eduard M. Ricaurte
Farhad Sahiar
Philip J. Scarpa
David J. Schroeder
Barry S. Shender
Marian B. Sides
Philippe A. Souvestre
Patrick R. Storms
Julie N. Sundstrom
Nora R. Taylor
James T. Webb
Donald J. White
Paul A. Young

ARRANGEMENTS

David Millett—Chair

REGISTRATION

Nora Taylor—Chair

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Kimberly Barber
Barbara E. Brake
Richard Carter
Charles Clinton
Christine Cloutier
James DeVoll
Ed Feeks
Rodney Friend
Bryan J. Funke
Eileen Hadbavny
Deborah Hinkley
Eleanor Jarrett
Munna Khan
Gordon Landsman
Paul Nelson
David O'Brien
Erick Olins
Joe Ortega
James Phelan
Luis Rivero
Dan Weaver
Mike Waring

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Executive Director



Gisselle Vargas
Office Manager



Gloria Carter
Director, Membership



Sheryl Kildall
Assist. Director, Membership



Frederick Bonato
Editor



Debra Svntek
Assistant to the Editor



Pamela Day
Managing Editor



Rachel Trigg
Assistant to the Managing Editor

THE WING OF AsMA EXECUTIVE BOARD, 2011-2012

ELECTED OFFICERS

President	Jackie Jordan
1st Vice President	Jenifer Faulkner
2nd Vice President	Frankie Berry
Secretary	Amy Steinkraus
Treasurer	Josie Borchardt

BOARD MEMBERS AT LARGE

Air Force	Terry Van Syoc
Navy	Melinda Beane
Army	Meg Smyrski
Civilian	Issy Jennings
International	Els Salisbury

APPOINTED OFFICERS

Parliamentarian	Angie Woodrow
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SPECIAL

Past President	Nevonna Schroeder
2nd Past President	Dale Orford
Liaison to AsMA/Archivist	Peggy Trumbo
Nominating Chair	Nevonna Schroeder

COMMUNICATIONS

Electronic Communications	Dale Orford
Marketing	Harriet Hodgson
Newsletter	Deb Svntek

STANDING COMMITTEE CHAIRS

Membership	Jackie Bohnker
Registration	Deb Svntek
Advance Registration	Debra Merchant
Resolutions	Judy Waring
Arrangements	Jenifer Faulkner

ARRANGEMENTS SUBCOMMITTEES

Hospitality	Catherine Hickman, Sue Hudson, & Louise Thibeault
Luncheon	Janice Berry-Dudley, Terry Van Syoc, & Meg Smyrski
Reception	Jeanette Wells, Courtney Perry, & Phyllis Hain
Favors	Jeanette Popplow
Tours	Angie Woodrow

Minutes of the Aerospace Medical Association 82nd Annual Business Meeting

Tuesday, May 12, 2011, Anchorage Hilton Hotel, Anchorage, AK

1. **Call to Order (Sides):** Dr. Sides called the meeting to order at 12:10 PM (Executive Director confirmed a quorum was present).
2. **Recognition of Past Presidents and Retiring Parliamentarian:** Dr. Sides recognized all Past AsMA Presidents in attendance. She also recognized Dr. Royce Moser for his many years as AsMA Parliamentarian. Dr. Moser will be replaced by Dr. Robert Orford as AsMA Parliamentarian.
3. **In Memoriam:** A moment of silence was given in memoriam to members who have passed away during the preceding year.
4. **Report of the President:** Dr. Sides thanked all those who supported her during her year as President and gave a brief overview of accomplishments. She cited success aligning the activities of Committees and Constituent Organizations with the Association's goals and objectives, reporting their activities via a standardized Action Plan format. Dr. Sides also reported the completion of a Membership survey that provided great insight into the members' perceived value of belonging to AsMA. Members' responses translated into nine initiatives that were tasked to the appropriate committees.
5. **Report of the Executive Director (Sventek):**

Mr. President, officers, and members of AsMA, it is my pleasure to report that the previous year was very active and successful. Much of the success is due to the incredible spirit of volunteerism across the Association. Thank you for your continued strong support. I'd also like to thank the outstanding Home Office staff. They work hard to provide outstanding customer service and administrative support to our nearly 3,000 members every day.

I am pleased to announce that this year's meeting will be a successful one for the Association. As of this morning, we have registered a total of 1,275 attendees for the meeting. Of that total, 1,113 were registered in advance of the meeting and 162 attendees registered here on site. Some of you may remember the long lines and significant waits experienced during the on-site registration last year in Phoenix. To reduce the lines and wait times, we opened advanced registration in January 2011 and left it open all the way up to this meeting. The new registration process allowed for on-line registration and payment and resulted in no lines and essentially no waiting for those that registered on-site. I am very pleased with the results.

There are 31 companies exhibiting with us this year using 37 exhibits booth spaces. We very much appreciate our exhibitors and corporate members. They provide our attendees with great insight into the latest technologies and processes to improve the delivery of Aerospace Medicine. We held the AsMA Welcome Reception in the Exhibit Hall this year and I've received very positive comments for that event. We plan to continue this process next year and will make some logistical adjustments to reduce the lines for drinks and food.

Finally, I am required to report that the Aerospace Medical Association experienced a financial loss in 2010. I will leave the details to our Treasurer to explain but on December 31, 2010, the Aerospace Medicine Association reported a loss of \$134,108. This represents a significant improvement over the 2009 reported loss, but we must continue to find ways to improve the Association's financial status.

6. **Report of the AsMA Foundation (Vanderploeg):** Dr. Vanderploeg reported total assets for the Foundation at \$114,000. The Foundation funds the Fellows Group scholarship through a committee led by Dr. Melchor Antuñano and the 2010 winner of the \$1,500.00 scholarship was Dr. Andrea Hanson of Seattle, WA. The Foundation's Board of Directors met on Sunday, May 8, 2011 and elected one new board member – Dr. Melchor Antuñano. The Foundation Board of Directors approved the AsMA Executive Director position as a standing member of the Board of Directors. Dr. Vanderploeg encouraged all to consider donating to the Foundation.

7. GOVERNANCE (Sides)

- **Committees**
 - o **Nominating (Bellenkes):** Dr. Bellenkes read the proposed slate of officers. A motion to approve the slate of new officers passed: President-elect: P. Glenn Merchant; Vice-Presidents: Mark Campbell and Charles Fisher; Secretary – Estrella Forster; Treasurer – Hernando Ortega; Members-at-Large – 2014: Richard Beane, Joseph Dervay, Margaret Matarese, Justin Woodson. In addition, Jan Stepanek will replace Charles Fisher and serve his remaining two years on the Council.
 - o **Bylaws (Lischak):** Dr. Lischak reported the proposed changes to the Bylaws were published in the March issue of *Aviation, Space, and Environmental Medicine*, pp. 402-405, and on the AsMA website. Each

proposed change was presented, discussed and voted upon by the members. All proposed changes were passed with no abstentions.

¶ **Articles of Incorporation (Sventek):** The Executive Director reported the proposed changes to the AsMA Articles of Incorporation were published in the February issue of *Aviation, Space, and Environmental Medicine*, p. 156-157 & 159. The proposed Articles of Incorporation changes are designed to facilitate application for IRS 501(c)(3) status and to change AsMA's incorporation from the District of Columbia to Virginia. The changes were presented, discussed, and voted upon. All proposed changes were passed with no abstentions.

o **Finance (Merchant):** Dr. Merchant explained the multiple factors that resulted in the \$134,108 loss for the Association in 2010. This represents a significant improvement of the losses experienced in 2009. The loss includes \$62,695 of depreciation expenses over which the Association has no control. Of the remaining \$71,413 in losses, most of that is money received but is accounted for as Deferred Revenue. Dr. Merchant congratulated the Home Office staff for reducing operating expenses by more than \$80,000 in 2010.

8. REPRESENTATION AND ADVOCACY (Scarpa)

- **Committees**
 - o **Resolutions (DeJohn):** Resolution on Aircrew Fatigue Countermeasures was presented.

¶ **In-flight In-Cockpit Napping:** Therefore be it resolved that the Aerospace Medical Association strongly recommends that regulatory agencies, in consultation with aerospace medicine and fatigue experts, establish policies and procedures to ensure adequate preflight crew rest and criteria for use of in-flight, in-cockpit napping when safe to do so, during extended flight operations, to avoid fatigue and enhance aircrew performance.

- A motion was made and carried (with 7 abstentions) to approve the resolution. It now becomes AsMA policy and will be placed on our website and sent to appropriate outside organizations.

o **Air Transport Medicine (Hudson):** There were no action items at this time. During 2010 the committee continued to focus on cabin air contamination, cabin crew medical fitness, and reviewed the current state of science on Deep Vein Thrombosis with possibility of updating the position paper on DVT. Committee is sponsoring two panels at the 2011 meeting: Cabin Air Quality and the Future of Airline Medical Departments.

o **Communications (Dervay):** Dr. DeVoll reported for Dr. Dervay. There were no open action items. He presented an exciting opportunity to develop an aerospace medical forum on the internet that would allow the public to ask pertinent aerospace medicine questions and receive science-based answers from aerospace medicine experts. A similar forum board exists for the scuba community and is very active. The committee will continue to review the legal and technical requirements for such a forum and report back to Council.

9. EDUCATION AND RESEARCH (Webb)

- **Committees**
 - o **Aerospace Human Factors (White):** Three panels were sponsored at this meeting. Planning has now begun for panels at the 2012 meeting in Atlanta.
 - o **Aviation Safety (Cimrmanic):** Two panels were sponsored at this meeting. The committee worked with the Air Transport Medicine Committee to develop AsMA's letter to the editor of the *New England Journal of Medicine* on medical professionals responding to in-flight medical emergencies. Planning has begun for panels at the 2012 meeting in Atlanta.
 - o **Education and Training (Boudreau):** The "This is Aerospace Medicine" slideshow was approved and is now posted on the AsMA website. E&T Committee continues to work with the American Society of Aerospace Medicine Specialists to improve Maintenance of Certification and Continuing Medical Education offerings for the Association members.
 - o **History and Archives (Mohler):** Dr. Webb reported for Dr. Mohler. Dr. Jennings was thanked for providing historical movies for our annual scientific meetings. The committee is working with the AsMA Home Office to establish an Aerospace Medicine archives.
 - o **Science and Technology (Shender):** One panel was sponsored or co-sponsored at this meeting. The committee has published 110 Science and Technology Watch columns in the journal. A contract with IntelliQuest Media was approved and the firm is at this meeting recording the audio of every session. Authors are required to upload their

PowerPoint presentations to the IntelliQuest Media website so the company can match the presentations with the recorded audio. IntelliQuest Media is offering DVDs, CDs, and MP3s of the meeting proceedings for sale.

10. MEMBER SERVICES (Northrup)

- *Committees*
 - o Awards (Holland): Awards will be presented at Honors Night.
 - o Corporate and Sustaining (DeBois): There are 42 members. The Corporate Forum is being held in conjunction with the Annual Scientific Meeting again this year in an effort to broaden the audience.
 - o Membership (Ortega): Membership is currently at 2,628, a slight decrease from 2010. The Committee conducted a membership survey to evaluate membership trends. The survey provided rich data for analyzing our member's perceived value of belonging to AsMA. Action items were developed from the survey and have been assigned to the appropriate committees for resolution.

11. INTERNATIONAL SERVICES (Singh)

- *Committee*
 - o International Activities (Hardicsay): The committee reported on the activities of a working group to evaluate the possibility of a joint

AsMA-ESAM scientific meeting in Europe. The working group held a conference call in December and decided to focus on collecting data on a possible European meeting in 2018.

12. Unfinished and New Business: None

13. Adjourn: The meeting was adjourned at 1:50 PM. Respectfully submitted,

Jeffrey C. Sventek, M.S., CAsP, Executive Director

Arleen Saenger, M.D., M.P.H., Secretary

11. INTERNATIONAL SERVICES (Singh)

- *Committee*

o International Activities (Hardicsay): Committee recommended a half-page space in the journal every other month dedicated to international activities and a request to add upcoming international events to the Announcements section of the AsMA webpage.

12. Unfinished and New Business: None

13. Adjourn: The meeting was adjourned at 2:15 PM.

Respectfully submitted,

Jeffrey C. Sventek, M.S., CAsP, Executive Director

Arleen Saenger, M.D., M.P.H., Secretary



Anchorage Reflections--photo by Pam Day

Bylaws of the Aerospace Medical Association

(Adopted October 17, 2011)

ARTICLE I. NAME

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

ARTICLE II. VISION, MISSION, AND GOALS

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

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

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

D. Goals:

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

(2) Provide opportunities for education and promote research.

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

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

ARTICLE III. MEMBERSHIP

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

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

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 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 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 meeting, holding office and voting.

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 this

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

ARTICLE IV. FELLOWSHIPS

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

B. Fellow:

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

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

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

(4) Fellows 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 be elected from members in good standing. Honorary Fellows shall be nominated and voted upon as prescribed for the election of Fellows. However, a two-thirds majority of the mail ballots cast shall be required for election. If required for any reason, additional balloting may be held at the time of the annual meeting of the group of Fellows.

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

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

D. Associate Fellow:

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

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

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

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

ARTICLE V. OFFICERS

SECTION 1. Elected Officers

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

SECTION 2. President.

The President shall chair all meetings of the Council of the Association and the Executive Committee. The President shall appoint chairs of Association committees unless provided otherwise in these Bylaws. The President has the authority and obligation to provide specific tasking to committees and other functionaries doing work for the Association. The President is an ex officio member of all Standing Committees except the Nominating Committee. In the event an officer or elective member resigns, is incapacitated, or is otherwise unable to act, the President may appoint, with approval of the Executive Committee, an acting officer or elective member to perform those duties until the next annual meeting or for the period of the incapacity.

SECTION 3. President-Elect.

The president-Elect shall become familiar with the duties of the President and shall perform such other functions as the President may designate. In the event that the President is incapacitated or otherwise unable to act, the President-Elect shall perform the functions of and act as President for the period of such incapacity.

SECTION 4. Vice Presidents.

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

SECTION 5. Secretary.

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

SECTION 6. Treasurer

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

SECTION 7. Unbudgeted Expenditure of Funds.

No Officer may make or authorize any unbudgeted expenditure without approval of the Executive Committee or

the Executive Director. The Executive Director shall not make or authorize any unbudgeted expenditure exceeding the amount stipulated by the Policy and Procedures Manual without approval of the Executive Committee.

ARTICLE VI. EXECUTIVE DIRECTOR.

SECTION 1. Appointment

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

SECTION 2. Duties.

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

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

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

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

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

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

G. The Executive Director shall prepare for the annual meeting a concise and summarized report on the activities of the Association for the year, its membership, and other matters of importance to the Association.

H. The Executive Director shall report in writing the total membership of the Association as of January 1 each year to the chair of the group of Fellows prior to the annual meeting of the Fellows.

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

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

SECTION 1. The Council of the Aerospace Medical Association.

The governing body of this Association shall be the Council of the Aerospace medical Association, hereinafter referred to as the Council. 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 Regent for Aerospace Medicine of the American College of Preventive Medicine, the Parliamentarian (ex officio member without vote; appointed by the President and approved by Council), and a student or resident representative selected by the Aerospace Medicine Student Resident Organization. The Executive Director shall be an ex officio member without vote. Of the 12 elective members, 4 shall be elected to the Council each year for three-year terms. No such elected member shall be eligible for more than two successive terms as an elective member. In the event an elected member of the Council resigns or is otherwise unable to complete a term on the Council, the Nominating Committee shall propose a nominee or nominees for election to fill the remaining year or years in that term. In the event a non-elected member resigns, is incapacitated, or is otherwise unable to attend a Council meeting, the appointing entity may designate an alternate by notifying the Executive Director or Secretary.

SECTION 3. Powers of the Council.

A. The Council establishes policy for the Association. The Council shall be vested with the management of the funds, properties, and the affairs of the Association and shall act in the capacity of a board of directors. The Council shall adopt such regulations as may be appropriate for governing the Association 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 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 Policy and Procedures Manual.

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

SECTION 5. Executive Committee.

A. The Executive Committee shall consist of the President, the President-Elect, the four Vice Presidents, Secretary, Treasurer, Executive Director (ex officio without vote), and three members of the Council nominated by the President for the succeeding year, who shall be elected by a majority vote of the Council at its first meeting following the annual election of officers and councilors.

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

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

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

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

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

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

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

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

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

ARTICLE VIII. 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. Notification shall be made to all new members of the Association through the Association's official journal.

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 Policy and Procedures Manual. With its application for constituency, each Constituent Organization shall furnish the Executive Director a current roster of its members in good standing, giving name, residence, and connection with aerospace medicine or its allied sciences. All members of the Constituent Organization shall be members of the Aerospace Medical Association. By January 1 of each calendar year, each Constituent shall furnish the Executive Director a current roster of its members.

(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 for publication at the annual business meeting. In the event the primary representative cannot attend a Council Meeting, the name of an alternative representative shall be presented to the Executive Director or Secretary.

D. 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.

ARTICLE IX. CERTIFICATION BOARDS.

SECTION 1. Certification Boards.

A. Titles: The Association may sponsor Certification Boards.

B. Qualifications: All Certification Boards shall have a similar mission and goals to those of the Aerospace Medical Association as outlined in Article II; have the objective of furthering the goals of this Association through evaluation and examination of individuals seeking certification by the Association on matters relating to aviation, space, undersea

medicine, or their allied sciences; increasing the value of this Association to its members, and helping maintain and increase its membership.

SECTION 2. Membership.

All members of a Certification Board shall be members of the Association and be approved by Council. The Council shall select one of its members to represent each Certification Board at Council meetings. The representative should be certified in an appropriate field and shall serve as a liaison between the Certification Board and the Council.

SECTION 3. Discontinuance of a Certification Board.

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

ARTICLE X. ELECTIONS.

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

ARTICLE XI. COMMITTEES

SECTION 1. Standing Committees.

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

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

SECTION 2. Appointment and Duties.

A. The President, in consultation with the President-Elect and with the concurrence of the Executive Committee, shall appoint all chairs of standing committees except as otherwise provided in the Bylaws.

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

SECTION 3. Standing Committees Functions.

A. Aerospace Human Factors Committee: This committee shall be responsible for performing studies, sponsoring panels and seminars, and preparing reports, resolutions, and recommendations concerned with improving human factors input in the concept, design, development, test, and evaluation and operational deployment of aerospace programs and systems. The committee shall seek to promote research and applications of human performance knowledge in every phase of systems development and deployment. Aerospace human factors include a multidisciplinary approach involving behavioral, biomedical, psychosocial, physiological, and engineering factors. The goal of the committee is to produce better aerospace systems performance. This committee may

have such subcommittees as the President and the committee may deem necessary to carry out its purposes.

B. Air Transport Medicine Committee: This committee shall be responsible for performing studies and preparing reports, resolutions, and recommendations on biomedical aspects of air transport operations. This committee shall concentrate its efforts on the promotion of international health, safety, and care through the mechanism of collecting information, analyzing data, and recommending solutions leading to improving health and safety in air transport operations. This committee may have such subcommittees as the President and the committee may deem necessary to carry out its purpose.

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

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

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

F. Communications Committee: This committee shall oversee the communications program of 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.

G. Corporate and Sustaining Membership Committee: This committee shall be responsible for initiating programs and activities whose purposes and objectives are to increase and represent the interests of the corporate and sustaining members. This committee shall assist the Executive Director and the Executive Committee in reviewing the applications for corporate and sustaining membership referred to it, secure all available information concerning such applicants, and submit

its recommendations to the Executive Committee through the Executive Director.

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

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

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

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

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

M. Nominating Committee: Elected officers and the elective members of the Council shall be nominated by a Nominating Committee made up of the five most recent living Past Presidents of the Association and a representative selected from each Constituent Organization of the Aerospace Medical Association. The immediate Past President shall serve as a member of the Nominating Committee for a one year term, and shall become Chairperson of that committee in the subsequent year. The President shall appoint another Past President to serve as chair if the immediate Past President is unable or unwilling to discharge the associated responsibilities. A Past President who is unable or unwilling to discharge the associated responsibilities shall be replaced by another Past President who shall assume seniority of the person replaced and shall be appointed by the President. The Nominating Committee shall meet at least annually in advance of the

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

N. Resolutions Committee: Resolutions may be proposed to the Resolutions Committee by individual members, by standing and special committees, by the Executive Committee and by the Council. Proposed resolutions that have been reviewed and coordinated by the Resolutions Committee shall be submitted to Council and, if approved by Council, shall be presented to the Association membership. Proposed resolutions shall be published on the Association website for a period of at least 60 days to offer Association membership the opportunity to review the proposed resolutions and offer comments. Comments shall be submitted by the membership to the Resolutions Committee either remotely via electronic means or during the business meeting of the Association. Comments received from members may be incorporated into the resolution by the Resolutions Committee, after which the revised resolution shall be resubmitted to Council for a vote. Council shall have final approval of resolutions. Processing and voting on resolutions by the Council can be performed remotely by electronic means or during Council meetings of the Association. The Council and the Executive Committee may, on their own initiative, propose resolutions to be considered at any time or at an Association business meeting.

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

SECTION 4. Special Committees.

The Council or the President may create special committees as may be deemed necessary with such membership and for such a period of time as may be considered appropriate. The Council or the President shall establish and define the functions of such committees.

ARTICLE XII. MEETINGS

SECTION 1. Required Meetings.

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

ARTICLE XIII. DUES AND SUBSCRIPTIONS

SECTION 1. Annual Dues.

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

B. Membership dues are payable 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.

ARTICLE XIV. FUNDING AND FINANCES

SECTION 1. Funding.

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

SECTION 2. Finances.

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

B. 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 meeting of the Association. The report of the audit shall be made available to the membership at the annual business meeting of the Association.

ARTICLE XV. AMENDMENTS.

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

ARTICLE XVI. DISTRIBUTION OF ASSETS UPON DISSOLUTION.

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

Proposed Changes to the AsMA Bylaws

In accordance with Article XII of the Bylaws of the Aerospace Medical Association, the following proposed changes to the Bylaws are printed herein. They will be voted upon at the next Annual Business meeting, to be held Tuesday, May 15, 2012. The meeting is open and all members are encouraged to attend (no lunch purchase is necessary to participate in the meeting).

The omissions are listed as double strikethroughs. The additions are italicized.

ARTICLE III. MEMBERSHIP

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

C. Election for Membership:

(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.*

Rationale: Clarifies dues payment parameter as part of definition of "active" member.

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 ~~shall~~ *may* occur only after the member in question has been advised in writing of the complaint and been given an opportunity to ~~answer the charges~~ *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: power to censure, place on probation for a period not to exceed two years, suspend for a period not to exceed three years, or expel a member, dismissal of the complaint, censure, probation 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 ~~shall be necessary for expulsion~~ *is required for any ruling.* The aggrieved member shall have the right of appeal to the Council, ~~which shall confirm, modify, or reverse the action of the Executive Committee by a two-thirds vote. If the Council agrees to hear the appeal, it they~~ *A two-thirds vote of the full membership of Council is required to* ~~may~~ *modify or reverse the action of the Executive Committee by two-thirds vote. Failing to achieve modification or reversal from the Council, the action of the Executive Committee is confirmed.* Action of the Council ~~shall be~~ *is* final.

Rationale: Better wording; clarity.

ARTICLE IV. FELLOWSHIPS

B. Fellow:

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

Rationale: Better wording; clarity.

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 the ~~mail ballots~~ *votes* cast shall be required for election. If required for any reason, additional ~~balloting~~ *voting* may be ~~held~~ *conducted* at the time of the annual meeting of the group of Fellows.

Rationale: Allows election of Honorary Fellows under unusual circumstances. Legalizes electronic voting prior to the Annual Meeting and clarifies a voting procedure during the Annual Meeting.

ARTICLE VI. EXECUTIVE DIRECTOR

SECTION 2. Duties.

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

Rationale: Bonding is out, insurance is in. Needed change to be consistent with current and legal practice.

ARTICLE VIII. ORGANIZATIONS

SECTION 1. Constituent and Affiliated Organizations.

A. Qualifications:

(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. ~~Notification shall be made to all new members of the Association through the Association's official journal.~~

Rationale: The deleted sentence content will be more fully described in the Policy and Procedures Manual.

ARTICLE VIII. ORGANIZATIONS

SECTION 1. Constituent and Affiliated Organizations.

C. Constituent Organizations:

(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 ~~for publication at~~ 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.

Rationale: The provision of information on the following year's Council representation from the Constituent Organizations is not published, but is needed by the end of each annual meeting.

ARTICLE IX. CERTIFICATION BOARDS

SECTION 2. Membership.

All members of a Certification Board ~~shall~~ 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.

Rationale: Helps to avoid any confusion about Association membership status of Certification Board members.

ARTICLE XI. COMMITTEES

SECTION 2. Appointment and Duties.

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

Rationale: Action Plans are the new "reports" and the best way to get them to the President, Council, and Executive Committee members before their meetings is by getting them to the Executive Director for appropriate dispersal. The reports are requested before all meetings of the Council and the Executive Committee. Email has made this a relatively painless procedure and the format for the Action Plans developed by Dr. Sides is working well.

ARTICLE XI. COMMITTEES.

SECTION 2. Appointment and Duties

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. The President shall appoint another Past President to serve as chair if the immediate Past President is unable or unwilling to discharge the associated responsibilities. A Past President who is unable or unwilling to discharge the associated responsibilities shall be replaced by another Past President who will assume seniority of the person replaced and will be appointed by the President. The Nominating Committee shall meet at least annually in advance of the opening ceremony of the annual meeting. Each individual nominated shall have been approved by at least a simple majority vote of the Nominating Committee members present at their meeting. The report of the Nominating Committee shall be made orally and shall also be made available to members in writing at the opening ceremony of the annual meeting. Additional nominations, including name of nominee and office for which nominated, may be offered from the floor at the annual business meeting, by an member, upon three hours advance written notice to the Executive Director. Such nominations must be accompanied by a petition of at least ~~50 names of accredited~~ 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.

Rationale: This amendment would create consistency with the number (percentage) of active members needed to form a new Constituent Organization and to initiate a proposed amendment to the Association Bylaws. At the current level of membership, that number would be approximately 52 members.

ARTICLE XI. COMMITTEES.

SECTION 3. Standing Committees Functions.

N. Resolutions Committee: Resolutions may be proposed to the Resolutions Committee by individual members, by standing and special committees, by the Executive Committee and by the Council. Proposed resolutions that have been reviewed and coordinated by the Resolutions Committee shall be submitted to Council and, if approved by Council, will be presented to the Association membership. ~~Proposed resolutions~~ Association membership will be notified by electronic means that a proposed resolution has been published on the ~~Association~~ Association's website for a period of at least 60 days to offer ~~Association membership~~ members the opportunity to review the proposed resolutions and offer comment. ~~Comments will be submitted by the membership~~ Members may submit comments to the Resolutions Committee ~~either remotely~~ within the 60-day comment period in any form, via electronic

means, *by letter, or in person* during ~~the business any~~ meeting of the Association. Comments received from members may be incorporated into the *proposed* resolution by the Resolutions Committee, after which the revised resolution shall *again be posted on the Association's website and* resubmitted to Council for a *final vote by Council members*. Council shall have final approval of resolutions. Processing and voting on resolutions by the Council can be performed remotely by electronic means or *in person* during Council meetings of the Association. ~~The A two-thirds majority vote of the full Council and the Executive Committee may, on their own initiative, propose resolutions to be considered at any time or at any Association business meeting is required for final approval of a proposed resolution.~~

Rationale: Response to questions at last year's Annual Business Meeting. Improves clarity and consistency with other sections while retaining authority of Council to approve resolutions to ensure timely action.

ARTICLE XV. AMENDMENTS.

~~The Bylaws of the Association may be amended at any annual meeting of the Association by two thirds vote of accredited voting members present at such meeting. The proposed amendments shall have been sent in writing or electronically to the members at least 60 days prior to the annual meeting. Publication of the proposed amendments in the official journal of the Association shall meet this requirement provided that~~

~~this does not reduce the time requirement. The Council may propose amendments, provided such amendments have been approved by two thirds vote of the Council members present. Amendments may be proposed upon the petition of any 100 members, addressed to the Council. The Council shall present all such amendments to the membership with or without recommendations.~~

The Bylaws of the Association may be amended at any annual meeting of the Association by two-thirds 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 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.

Rationale: This provides for input by the membership and Council approval via electronic means (details in the Policy and Procedures Manual; review period similar to Resolutions' approval). The number of members needed for a petition is reduced to 2% to be consistent with other membership actions.