

Bylaws of the Aerospace Medicine Student and Resident Organization

(as amended May 2021)

ARTICLE I

NAME

The name of this constituent organization of the Aerospace Medical Association (AsMA) shall be the Aerospace Medicine Student and Resident Organization.

ARTICLE II

VISION, MISSION, AND OBJECTIVES

- A. *Vision:* To be the international advocate for aviation, space, and extreme environmental medicine among undergraduate, graduate, post-doctoral, medical, allied health, and nursing students, as well as among medical residents, fellows, and the international equivalents of all the aforementioned – herein referred to collectively as “Students” and “Trainees.”
- B. *Mission:* To advance the science and art of aerospace and extreme environmental medicine among Students and Trainees throughout the world.
- 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. *Objectives:*
 - (1) Educate Students and Trainees about the field of aerospace medicine and possible careers in the field by:
 - (a) disseminating knowledge regarding practical experiences and career opportunities in these areas. This includes, but is not limited to, research and clinical opportunities in aerospace medicine, physiology, nursing, engineering, human factors and hyperbarics; and
 - (b) establishing formal mentor-protégé relationships for Organization members with recognized leaders in these specialty fields.
 - (2) Represent the unique interests and concerns of Students and Trainees as an active voice and participant in the functioning of AsMA
 - (3) Foster cooperative interaction with other medical and scientific communities committed to advancing the science of extreme environmental medicine
 - (4) Continuously increase Membership, accessibility, and participation internationally by:
 - (a) active recruitment of potential members; and
 - (b) creating and maintaining affordable options for all Students and Trainees worldwide.

ARTICLE III

MEMBERSHIP

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

A. There shall be the following categories of membership:

(1) Member, (2) Associate Member, and (3) Honorary Member.

Those on the list of active members shall continue as active members while they retain their Membership in good standing. Members of all categories are expected to follow the Community Standards, detailed in the Appendix of this document. Violation of the Community Standards may result in disciplinary action.

B. Member:

(1) Membership in the Organization shall be limited to those who have paid current Membership dues. Payment of dues will confer active Membership for one calendar year.

(2) An applicant for Membership shall have one or more of the following minimum qualifications to be considered eligible:

(a) Be a student/resident Member of AsMA in accordance with the Bylaws of AsMA.

(b) Be a member of AsMA who is serving as an active duty military or public health service physician providing service as a general medical Officer before returning to complete a residency program.

(c) Hold any AsMA Membership status and be a student or trainee in their respective institutions, including those taking “gap years” or equivalent to advance their training or pursuing admission to further education up to two years. After a two-year period, they are required to become an Associate Member if they wish to continue being involved in the organization, until such time as they are (re)enrolled in an educational program/institution. Verification of ongoing Student or Trainee status is required for these Members.

(3) Members are entitled to all rights of membership.

C. Associate Member:

(1) Associate Membership in the organization is available to individuals who do not fulfill the eligibility requirements of Membership, as described above. Associate Members can serve on select committees but do not have voting rights. Due payment equal to that of Members is required of Associate Members.

D. Honorary Member:

(1) Honorary Membership shall include individuals who have rendered outstanding service or made achievements to the Organization and the Aerospace Medicine community and are no longer Students or Trainees. These individuals are selected by the Executive Committee for indefinite membership free of dues.

(2) Honorary Members can serve on select committees but do not have voting rights.

(3) Honorary members may be terminated at any time by the Executive Committee.

(4) All Honorary Memberships will be reviewed by the Executive Committee at the annual policy review meeting.

SECTION 2. Expulsion of members.

A Member may be expelled for cause or conduct which the Executive Committee deems contrary to the best interests of this Organization. For any cause other than nonpayment 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 a Member shall be notified by the President 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 action of the Executive Committee shall be final.

ARTICLE IV

OFFICERS

SECTION 1. Elected Officers.

The elected officers of this Organization shall be a President, Vice-president, Secretary, Treasurer-Membership Coordinator, Parliamentarian-Historian, Chief Editor, Webmaster, and a Resident in Aerospace Medicine (RAM) Representative. Each office shall be filled by one active Member elected prior to the annual meeting held during the annual scientific assembly of AsMA. The election process will be conducted online and facilitated by an Election Committee (defined in Article VIII) following the Election Policies and Procedures detailed in the Appendix, in accordance with Article VII. The term of each newly elected Officer shall commence when they are announced to the Membership, at the adjournment of the annual meeting, and continue until the adjournment of this same meeting the following year. For any given Member, a maximum of two terms will be allowed in each Officer position described herein. The President must have served as an Officer for at least one year prior to election. The President and Vice-president shall have attended at least one scientific meeting of AsMA before the year of election, and all Officers must be active members of AsMA. Each elected Officer is required to be present for at least half of all Committee meetings in addition to fulfilling their duties detailed herein. A vote of two-thirds of the Executive Committee Members is required to confirm failure of an Officer to meet their responsibilities, at which point that Officer will be deemed "unable to act". That Officer will have two weeks following this vote to appeal the decision to the Executive Committee to reconsider reinstatement of their position, which requires a majority vote of the Executive Committee to reenact. An Officer can only make one such appeal per term.

SECTION 2. President.

The President shall preside at all meetings of the Executive Committee of the Organization and shall chair the Executive Committee. The President shall represent the Organization as a member of the Council of the Aerospace Medical Association. The President shall appoint committees except the Executive Committee. With the approval of the Executive Committee, the President shall appoint the Standing Committees. The President has the authority and obligation to provide specific tasking to committees and other functionaries doing work for the Organization. In the event that the President is incapacitated or otherwise unable to act, the Vice President shall perform the functions of and act as President for the period of such incapacity.

SECTION 3. Vice President.

The Vice President shall perform such duties as designated by the President. In the event that the Vice President resigns, is incapacitated, or is otherwise unable to act, the President shall appoint an acting Vice President to perform the duties of that office until the next annual meeting or for the period of the incapacity.

SECTION 4. Secretary.

The Secretary shall perform those duties as directed by the President and the Executive Committee. These duties include, but are not limited to, maintaining minutes of the Executive Committee and Annual Business meetings. In the event that the Secretary resigns, is incapacitated, or is otherwise unable to act, the President shall appoint an acting Secretary to perform the duties of that office until the next annual meeting or for the period of the incapacity.

SECTION 5. Treasurer-Membership Coordinator.

The Treasurer shall be custodian of all monies and securities subject to the direction and disposition of the Executive Committee. The Treasurer-Membership Coordinator maintains an accurate accounting of all Membership records and manages membership-related issues. In the event that the Treasurer-Membership Coordinator resigns, is incapacitated, or is otherwise unable to act, the President shall appoint an acting Treasurer-Membership Coordinator to perform the duties of that office until the next annual meeting or for the period of the incapacity.

SECTION 6. Parliamentarian-Historian.

The Parliamentarian-Historian shall perform those duties as directed by the President and the Executive Committee pertaining to parliamentary procedure and the Bylaws of the Organization. The Parliamentarian-Historian shall also preserve the history of the Organization and prepare an annual report of the year's events. In the event that the Parliamentarian-Historian resigns, is incapacitated, or is otherwise unable to act, the President shall appoint an acting Parliamentarian-Historian to perform the duties of that office until the next annual meeting or for the period of the incapacity.

SECTION 7. Chief Editor.

The Chief editor shall perform those duties as directed by the President and the Executive Committee pertaining to the Organization newsletter. In the event that the Chief Editor resigns, is incapacitated, or is otherwise unable to act, the President shall appoint an acting Chief Editor to perform the duties of that office until the next annual meeting or for the period of the incapacity.

SECTION 8. Webmaster

The Webmaster shall perform those duties as directed by the President and the Executive Committee pertaining to the Organization's online content, including the website and social media platforms. In the event that the Webmaster resigns, is incapacitated, or is otherwise unable to act, the President shall appoint an acting Webmaster to perform the duties of that office until the next annual meeting or for the period of the incapacity.

SECTION 9. Resident in Aerospace Medicine (RAM) Representative.

The Resident in Aerospace Medicine Representative (hereafter referred to as the RAM Representative) is a Member who is enrolled in an aviation/aerospace medicine residency or fellowship program approved by the appropriate medical education accreditation organization in the country where the applicant is enrolled. The RAM representative is a "Member-at-Large" position with no pre-specified duties but shall serve as liaison to the general Membership, with the expectation of providing mentorship and answering questions from constituents via email, phone, or online telecommunications software, in addition to performing duties as directed by the President and the Executive Committee.

SECTION 10. Unbudgeted expenditure of funds.

No Officer may make or authorize any unbudgeted expenditure without approval from a constituted quorum of the Executive Committee.

ARTICLE V

EXECUTIVE COMMITTEE OF THE AEROSPACE MEDICINE STUDENT AND RESIDENT ORGANIZATION

SECTION 1. Executive Committee of the Aerospace Medicine Student and Resident Organization.

The governing body of this Organization shall be the Executive Committee of the Aerospace Medicine Student and Resident Organization, hereinafter referred to as the Committee.

SECTION 2. Membership.

Membership of the Committee shall consist of the President, Vice-president, Secretary, Treasurer-Membership Coordinator, Parliamentarian-Historian, Chief Editor, Webmaster, and Immediate Past President.

SECTION 3. Powers.

A. The Committee establishes policy for the Organization. The Committee shall be vested with the management of the funds, properties, and affairs of the Organization and shall act in the capacity of a board of directors. The Committee shall adopt such regulations as may be appropriate for governing the Organization. It shall have power to approve proposed budgets, authorize expenditures, seek and accept contributions, authorize contracts

in the name of the Organization, define and promote the activities of the Organization, 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 publications of the Organization, including the official newsletter of the Organization.

B. The Committee shall provide for the business and conduct of the annual meetings, and shall approve and grant any award given by the Organization.

C. The Committee shall establish such rules and regulations as it deems advisable and which are not in conflict with the provisions of these Bylaws. All Committee action shall be decided by a majority of votes cast. A tie vote shall be broken by the President or Acting President.

D. The Committee may delegate powers and duties to Officers or other Members of the Organization.

E. The Committee may appoint a Senior Mentor as designated in Appendix Article VII.

F. The Committee shall perform such other duties as provided by these Bylaws.

G. In the event of unforeseen and extenuating circumstances that impair the nominal functioning of this Organization and/or its parent organization, the Aerospace Medical Association, the Committee may enact temporary (for the duration of these circumstances) Executive Powers to proceed with governance as determined necessary and sufficient by the Committee to function in accordance with the stated Vision and Mission, and in closest reasonable adherence to these Bylaws, including all election processes. These circumstances include, but are not limited to, an act of God or man with global impact and/or significant effects on a sizable proportion of the individual Members' nation states.

SECTION 4. Meetings of the Committee.

A. Regular Meetings: The Committee shall meet at least once a year during the annual scientific assembly of the Aerospace Medical Association.

B. Special Meetings: Special meetings of the Committee shall be held at the time and place called by the President, or a meeting shall be called by the Secretary upon request of the majority of the Committee.

C. Quorum: The President, or Acting President, and three other members of the Committee shall constitute a quorum at any duly called meeting of the Committee. A diligent attempt must be made to include all members of the Committee in any meeting thereof.

ARTICLE VI
ORGANIZATIONS

SECTION 1. Regional Chapters

It is the policy of the Organization to encourage and recognize the establishment of regional chapters of its Members. The Executive Committee shall have the authority to control the establishment, guidance, and termination of regional chapters and may establish regulations for this purpose upon such terms and conditions as it may deem appropriate in order to further the objectives and purposes of the Organization. The provisions of this Bylaws shall be equally binding upon the Organization and all its regional chapters. Detailed procedures for regional chapter establishment are delineated in the Appendix.

A. Representation at the Annual Meeting.

Each regional chapter shall be represented by an individual who is a Member of the regional chapter elected or selected by the regional chapter. The representative will serve as a liaison between the regional chapter and the Organization and represent the chapter at the Annual Meeting.

B. Discontinuance of Regional Chapters.

Discontinuance of an existing organization shall be referred to the Executive Committee for consideration, whereupon the Executive Committee shall consider the issue and take the appropriate action.

ARTICLE VII
ELECTIONS

Elections shall be conducted annually through an online format facilitated by the Elections Committee. Elections open at least two weeks prior to the annual meeting, and close at least 72 hours before commencement of said meeting. The online election process involves Election Committee-facilitated solicitation for candidates and subsequent campaigning, which shall begin one month prior to elections. Candidacy requires nomination, which can be made of any active Member by any active Member. Self-nomination is permitted. Campaigning occurs in the form of a single candidate-submitted letter (limited to a 300-word maximum) and optional self-portrait photograph to be distributed to the Membership by the Election Committee. Votes will be cast and counted through a secure online system, which employs ranked-choice voting. Only active Members in good standing shall be entitled to vote in the election of Officers. Voting result tallies will be known only to the Election Committee and those Candidates who request voting tallies of the position for which they ran (and only that position). Voting tallies will not otherwise be disclosed to the Membership. Results of Officer elections will be disclosed to Candidates and announced to the general membership prior to the annual meeting at a time determined by the Executive Committee.

ARTICLE VIII

COMMITTEES

SECTION 1.

A. Standing committees may be established as provided in the Bylaws or determined by the Executive Committee.

B. Other committees of the Organization may be established as provided in the Bylaws or determined by the Executive Committee.

SECTION 2. Appointment and duties.

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

The chair of each committee may be directed by the President of the Organization to accomplish specific tasks relative to the area of expertise of that committee. Each chair shall provide quarterly reports to the President citing the progress and issues relating to the function of that particular committee. Awards and the Election committees are expected to provide annual reports only.

B.

SECTION 3. Standing Committees.

A. Scientific Paper Award Committee

This committee selects the recipient of the AMSRO Scientific Paper Award. This is the oldest honor awarded to a first-listed author submission by a Student or Trainee to the AsMA annual scientific meeting. It is also the only award in the Aerospace Medical Association for Students and Trainees selected by other Students and Trainees. Detailed procedures are delineated in the Appendix.

B. Outstanding Mentorship Award Committee

This committee selects the recipient of the AMSRO Outstanding Mentorship Award, which serves to formally recognize those in the aerospace medicine community who have played an active role in educating and training future aerospace medicine healthcare providers. Detailed procedures are delineated in the Appendix.

C. Election Committee

Each year, a new Election Committee will be formed at least two months prior to the annual scientific assembly of the Aerospace Medical Association, as determined by the Executive Committee. This committee will consist of a minimum of four and a maximum of ten Members, who may be of any Membership category in good standing. Officer Candidates may not serve on the Election Committee. Outgoing Officers may serve as advisors to the Election Committee Chairs but may not serve as Committee Members or Chairs. The current acting President of the Organization will conduct solicitation for and selection of volunteer Election Committee Members as approved by the Executive Committee. Detailed procedures are delineated in the Appendix.

D. International Outreach Committee

This committee coordinates international outreach programs and projects with the goal of encouraging participation and membership in the Organization.

E. Military Outreach Committee

This committee coordinates military outreach programs and projects with the goal of encouraging participation and membership in the Organization.

F. Diversity Committee

This committee promotes diversity in aerospace medicine by celebrating the field's existing diversity, assessing underrepresentation or inequity, working to connect isolated pockets within the field, and advocating for inclusion.

G. Mentorship Committee

This committee aims to establish and maintain a mentorship program pairing AMSRO Members to aerospace medical professionals for advice and career development and to promote peer-to-peer mentorship between AMRSO Members, and to help AMRSO Members spread the Organization's passion for aerospace medicine by mentoring students and young people outside of AMSRO.

H. Chapter Establishment and Coordinating Committee

This committee handles recruitment, processing, management, and coordination of AMSRO chapters. It promotes the establishment of institutional, local, or regional chapters, oversees existing chapters, and serves as a point of contact for all chapter related items. All AMSRO chapters report to this committee. Additionally, this committee maintains records and reports on activities of the chapters.

I. Anita Mantri, PhD Memorial Award Committee

This committee selects an award recipient for the Anita Mantri Memorial Award, in honor of our late past president, Anita Mantri. This award seeks to recognize an AMSRO Member who exhibits passion for service, engagement in the aerospace medicine community, and a drive to facilitate inclusivity and mentorship within the field. Detailed procedures are delineated in the Appendix.

SECTION 4. Special Committees.

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

ARTICLE IX

MEETINGS

SECTION 1.

The Organization shall hold at least one annual business meeting each year in association with the annual scientific assembly of AsMA at a time selected by the Executive Committee. The annual business meeting shall include the Executive Committee's annual reports and other

business, in addition to the announcement and introduction of the newly elected Officers. The incoming president shall adjourn the meeting. Reports shall be provided to the Executive Committee annually by the appropriate officials in order to document progress and identify issues.

SECTION 2. Time and place of meetings.

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

SECTION 3. Quorum.

At the annual business meeting, those members present in addition to a duly constituted quorum of the Executive Committee as specified in these Bylaws constitute a quorum of the membership of the Organization, for the purposes of conducting the business of the Organization.

SECTION 4. Rules.

Davis' Rules of Order shall cover the procedure at all meetings unless otherwise provided by these Bylaws.

ARTICLE X

DUES AND SUBSCRIPTIONS

SECTION 1. Annual Dues.

A. Annual dues for all classes of Membership shall be set by the Executive Committee with the proposed change becoming effective no sooner than 60 days following advance notice published in the newsletter of the Organization and through email, during which time Members may register their comments with the Treasurer-Membership Coordinator of the Organization and such comments shall be given due consideration by the Executive Committee.

B. Membership dues are payable annually and are valid for one year from the date of payment.

C. Annual dues shall include subscription to the official newsletter of the Organization and to other records, reports, proceedings, and publications as authorized by the Executive Committee 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 Members shall be exempted from mandatory payment of annual dues.

B. Exemption (or significant reduction) of dues shall be considered by the Executive Committee for individuals applying for any Membership category who permanently reside in countries of "low-income economies," in keeping with the World Bank definition.

SECTION 3. Active Member.

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

SECTION 4. Delinquency.

A Member is delinquent if Organization dues are not paid within 60 days of the due date. If dues are not paid within 90 days of the due date, the member may be removed from the active Membership role of the Organization 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 XI

FUNDING AND FINANCES

SECTION 1. Funding.

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

SECTION 2. Finances

A. Fiscal Year: The fiscal year shall begin on Jan. 1 and end on Dec. 31.

B. Budget: The Executive Committee, at its annual business meeting, shall adopt an income and expense budget covering all activities for the next fiscal year. No Officer, including the President, may make or authorize any unbudgeted expenditures without prior approval from a constituted quorum of the Executive Committee.

ARTICLE XII

AMENDMENTS

The Bylaws of the Organization may be amended through an online voting process, or at the annual meeting of the Organization. Amendments are ratified by two-thirds vote of accredited voting Members participating in the online vote or of those present at the annual meeting. The proposed amendments shall be presented to the Members a minimum of two weeks prior to the vote. For online voting, an online forum will be made available to the Membership for a discussion during this time. Online voting will be open and accessible for all active Members for a period of one week. Bylaws amendment proposals may be submitted by any member of the Executive Committee or a petition of at least 2% of the active Membership. Proposed amendments must be communicated to the Executive Committee by the end of December and approved by two-thirds vote of the Committee for consideration by the Membership.

Bylaw Amendment

History

Amended 05/2021

Amended 05/2018

Amended 04/2016

Amended 05/2015

Amended 05/2014

Amended 05/2009

Amended 07/2001

ARTICLE XIII

DISTRIBUTION OF ASSETS UPON DISSOLUTION

In the event that the Organization 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 Organization.

Appendix to the Bylaws of the Aerospace Medicine Student and Resident Organization

Article I: AMSRO Scientific Paper Award Procedures

Section 1. Purpose

The Aerospace Medicine Student and Resident Organization (AMSRO) annually recognizes outstanding scientific achievement by one of its members. The AMSRO Scientific Paper Award rewards this achievement and inspires members to excel in their research.

Section 2. Eligibility & Requirements

Eligibility to receive the award is limited to members of both AsMA and AMSRO, who are currently in good standing in their training at an academic program. Persons who are not members of AsMA and/or AMSRO are eligible provided they join the organization before the award is presented.

The applicant pool that is considered are those that have been accepted by the AsMA Scientific Committee to present slides or a panel, and identified themselves as a Student or Trainee at the time of abstract submission.

Section 3. Scientific Award Committee

Part A: Committee Formation

The AMSRO President appoints the Scientific Paper Award Committee chair, as per AMSRO Bylaws (Article VIII, Section 2). The chairperson will choose at least 3 additional persons to form the Scientific Paper Award Committee (hereinafter referred to as "the committee") and can include both AMSRO members and non-members. It is advised that the committee formation begin in January of the award year. A winner must be selected by April 15 of the same year.

Part B: Conflicts of Interest

1. No person shall serve on the committee if they are the author of any abstract accepted by the AsMA Scientific Committee for the same AsMA Annual Meeting.

1a. A person whose abstract(s) was accepted by the AsMA Scientific Committee will be eligible to serve on the committee if they voluntarily remove their abstract(s) from consideration for the AMSRO Scientific Paper Award.

2. The committee members may not judge abstracts that originate from their home institution.

3. The committee members may not judge abstracts for which they have provided funding.

4. The committee members will immediately communicate these, or any other potential conflicts of interest to the chairperson.

Section 4. Selection

Part A. Preparatory Procedures

1. The chairperson will obtain from the home office the list of students and residents who were accepted to present slides or a panel at the AsMA Annual Meeting.
2. The chairperson shall review the list to confirm the student or resident status of the authors as needed.
3. The chairperson shall contact potential members of the committee and confirm there are no conflicts of interest.
4. The chairperson shall remove all personal identifying information from the abstract list prior to sending it to the committee members, including assigned ID, author name, institution, city, state/province, country, full/part time status, and resident physician status. The chairperson will assign a new ID for each abstract under review.

Part B: Abstract Evaluation

1. Each abstract will be judged by at least 2 separate members of the committee and awarded 1- 5 points (with 5 being the highest) for each of the following criterion:

Originality of idea – Is the work novel in terms of its topic and approach?

Applicability – Will the outcome impact current practices, have practical applications or otherwise effect a change in the field studied?

Scientific Merit – Was the mechanism or approach based on sound scientific principles and are the conclusions fully supported by the findings?

2. If an author has not provided a results section, they shall not receive any points for the Applicability or Scientific Merit criteria.

Part C: Final Round

The abstracts receiving the four highest total scores will move to the final round. In case of a tie, additional abstracts can move to the final round. The final abstracts are judged by all committee members, and if necessary discussed until one is chosen (by a simple majority) as the winner.

Section 5. Award

The award consists of a commemorative plaque and a cash prize. The awardee will be recognized at the AsMA Business Meeting - and the AMSRO Meeting, which take place during the AsMA Annual Meeting.

The recipient will receive a formal letter from the AMSRO President and the committee chairperson. In addition, an e-mail announcement will be made to the AMSRO general membership.

Article II: AMSRO Outstanding Mentorship Award Procedures

Section 1. Purpose

The Aerospace Medicine Student and Resident Organization (AMSRO) annually recognizes outstanding mentorship of an AsMA member. The Outstanding Mentorship Award rewards this achievement and inspires other AsMA members to pursue mentorship of medical students and residents.

Section 2. Selection Committee

The AMSRO President appoints the Outstanding Mentorship Award committee chair, as per AMSRO Bylaws (Article VIII, Section 2). The chairperson will choose at least 3 additional members to form the committee. These members must be AsMA and AMSRO members in good standing.

Section 3. Conflicts of Interest

Committee members may not participate in the nomination of mentors for this award.

Section 4. Eligibility & Selection Criteria

Eligibility to receive the award is limited to members of AsMA. Nominees will be judged by the following selection criteria: 1) AsMA membership in good standing, 2) establishment in the field of aerospace medicine or related specialties, 3) leadership by example, and 4) demonstration of commitment to the education of medical students or residents.

Section 5. Nomination Process

The committee chair will elicit nominations for the award from the AMSRO general membership. Nominations must include a brief testimonial paragraph describing the nominee's merits as an outstanding mentor per the criteria listed in Section 4.

Section 6. Selection Process

Selection of the recipient will be based upon the criteria listed in section 4. In the event that there is a tie between award recipients, the AMSRO President will be asked to vote. If the AMSRO President has nominated a mentor for the award, the vote shall be deferred to the next chain-of-command officer who has not nominated a mentor.

Section 7. Award Presentation

The committee chair will email the AMSRO President upon selection of a recipient. The recipient will receive a formal letter from the AMSRO President and the committee chair. In addition, an email announcement will be made to the AMSRO general membership.

Presentation of the award will take place at the annual AsMA meeting during the recipient's primary constituent or affiliate luncheon (e.g. Society of NASA Flight Surgeons, Space Medicine Association, USAF, USN, etc.) or the annual AMSRO general meeting, whichever is more convenient.

The award shall be presented along with an in-person testimonial by the student/resident(s) who nominated the recipient (alternatively, if multiple nominations were submitted, nominators may select a representative to speak on behalf of the group).

If the nominating student/resident does not wish to or is not present to speak at the award presentation, an AMSRO officer or the constituent/affiliate officer should read the submitted testimonial or excerpts from compiled testimonials.

Article III: Regional Chapter Establishment

Procedures

Section 1. Purpose

The Chapter Establishment and Coordinating Committee shall serve as the liaison between individuals who are interested in starting chapters and the Executive Committee. Moreover, the committee shall provide assistance to individuals in establishing chapters.

Section 2. Formation of the Committee

The President will appoint a chair or co-chairs of the Chapter Establishment and Coordinating Committee. Each chapter will elect a chapter president, who will be a member of the Chapter Establishment and Coordinating Committee. The committee chair/co-chairs and the chapter presidents must be members in good standing of AsMA and AMSRO.

Section 3. Chapter Establishment

1. The committee chair/co-chairs will inform members of AMSRO that they have the opportunity to establish chapters.
2. An AMSRO member shall inform the committee chair/co-chairs of their interest in establishing a chapter by sending a message to amsro.chapters@gmail.com.
3. The committee chair/co-chairs will send and ask the individual to complete and submit the AMSRO Chapter Establishment and Coordinating Committee, Chapter Establishment Form. This form will provide the following information:
 - A. Name (Chapter Founder)
 - B. Email Address
 - C. Phone Number
 - D. Address of the proposed location of the chapter
 - E. Membership status in AsMA and AMSRO
 - F. The type of chapter (e.g. college/university chapter, regional chapter, corporation/agency chapter, other)
 - G. Expected number of members
 - H. Other Comments

The committee chair/co-chairs will send the information obtained through the AMSRO Chapter Establishment and Coordinating Committee, Chapter Establishment Form to the President. The President shall make the final decision of approval of the chapter. A formal chapter approval letter, signed by the president and the chair/co-chairs will be sent to the chapter founder.

The chapter must consist of one or more active members of the AMSRO general organization as defined in the membership section of the bylaws. The chapter leadership/executive committee must consist of AMSRO Members in good standing. General members of the chapter are not required to be active AMSRO Members, but are highly encouraged to do so.

Section 2: Rights of a Regional Chapter

- A. A chapter must elect a chapter president who is a member in good standing of AsMA and AMSRO. The chapter president will be a member and the chapter representative on the Chapter Establishment and Coordinating Committee.
- B. A chapter may establish its own leadership structure, provided that each member holding a leadership position is also a member of the AMSRO general membership.
- C. The leader of a regional chapter or a designee may represent the chapter at the annual scientific meeting each year.
- D. A regional chapter may have a presence on the AMSRO website.
- E. A regional chapter may request the assistance of the Executive Committee.

Section 3: Discontinuance of Regional Chapters. Discontinuance of an existing organization shall be referred to the Chapter Establishment and Coordinating Committee for consideration, whereupon the Chapter Establishment and Coordinating Committee shall consider the issue and take the appropriate action.

Article IV: Anita Mantri, PhD Memorial Award Procedures:

Section 1. Purpose

The Aerospace Medicine Student and Resident Organization (AMSRO) annually recognizes an outstanding AMSRO Member for the Anita Mantri Memorial Award, in honor of our late past president, Anita Mantri. This award seeks to recognize an AMSRO Member who exhibits passion for service, engagement in the aerospace medicine community, and a drive to facilitate inclusivity and mentorship within the field.

Section 2. Selection Committee

The AMSRO President appoints the Anita Mantri Memorial Award committee chair, as per AMSRO Bylaws (Article VIII, Section 2). The chairperson will choose at least 3 additional Members to form the committee. These Members must be AsMA and AMSRO Members in good standing.

Section 3. Conflicts of Interest

Committee Members are not eligible to submit nominations or be considered for nominations to receive the award.

Section 4. Eligibility & Selection Criteria

Eligibility to receive the award is limited to Members of both AsMA and AMSRO. Nominees will be judged by the following selection criteria: 1) AsMA and AMSRO Membership in good standing, 2) engagement in the field of aerospace medicine or related specialties, 3) leadership by example, and 4) demonstration of commitment to inclusivity, mentorship, and service in the aerospace medicine community.

Section 5. Nomination Process

The committee chair will elicit nominations for the award from the AMSRO and AsMA general Membership. Nominations must include a brief testimonial paragraph describing the nominee's merits as an outstanding candidate per the criteria listed in Section 4.

Section 6. Selection Process

Selection of the recipient will be based upon the criteria listed in section 4. In the event that there is a tie between award recipients, the AMSRO President will be asked to submit their vote. If the AMSRO President has nominated a Member for the award, the vote shall be deferred to the next chain-of-command Officer who has not nominated a mentor.

Section 7. Award Presentation

The committee chair will e-mail the AMSRO President upon selection of a recipient. The recipient will receive a formal letter from the AMSRO President and the committee chair. In addition, an e-mail announcement will be made to the AMSRO general Membership.

Presentation of the award will take place at the annual AsMA meeting during the recipient's primary constituent or affiliate luncheon (e.g. Society of NASA Flight Surgeons, Space Medicine Association, USAF, USN, etc.) or the annual AMSRO general meeting, whichever is more convenient.

The award shall be presented along with an in-person testimonial by the person(s) who nominated the recipient (alternatively, if multiple nominations were submitted, nominators may select a representative to speak on behalf of the group).

If the nominating person does not wish to or is not present to speak at the award presentation, an AMSRO Officer or the constituent/affiliate Officer should read the submitted testimonial or excerpts from compiled testimonials.

Article V: AMSRO Election Policies and Procedures

Section 1. Purpose

Per AMSRO Bylaws (Article VII), elections for Officers shall be held via online vote. The purpose of this document is to establish normative procedures for fair elections.

Section 2. Establishment of Election Committee

The Executive Committee will establish an annual Election Committee to administer the elections as a neutral third party. The members of the Election Committee are ineligible to run for Officer positions.

Section 3. Eligibility

Only active Members in good standing at the time of the nomination period may be nominated. In addition, only active Members in good standing at the time marked by the closing of the nomination period may vote. Members must maintain their good standing throughout the election period.

Section 4. Election Committee Procedures

Voting will open at least two weeks before the annual AMSRO meeting and conclude at least 72 hours prior to said meeting.

At least two months before the annual meeting, the current acting President of the Organization will conduct solicitation for and selection of volunteer Election Committee Members as approved by the Executive Committee. The committee should consist of not less than four and a maximum of ten, active Members in good standing. The chair(s) may, at their discretion, consult with advisors to the Election Committee. These advisors may be outgoing Officers, past Presidents, or Honorary Members. The committee may not consult anyone who is running in the election. Upon establishment of the Election Committee, the Executive Committee will provide login information for the OpaVote software (or equivalent platform), at which time they will change the password, to be known only to the Election Committee members from that point forward until the end of the annual AMSRO meeting, at which point the login information will be passed back to the (newly established) Executive Committee.

At least one month before the annual meeting, the Election Committee will send an email to the current members and inform them of the upcoming nomination process and that their membership must be up to date by the end of the nomination period. The Executive Committee will supply the candidate nomination form to the Election Committee.

The Election Committee will request the list of active Members in good standing from the Treasurer as of the end of the nomination period. The executive committee will also provide the nomination form. Upon receipt of these documents the Election Committee will send out via email a request for nominations (including self nominations).

Completed nomination forms should be emailed to the Election Committee Chair(s) with an optional picture for the ballots. Each Member may be nominated for a maximum of two Officer positions. If a Member is nominated for more than two positions, they will be asked to designate

for which two positions they would like to run. If running for two positions, the member should be asked to rank the positions in order of preference.

The Election Committee will collect the nominations and verify the candidate's eligibility per the Bylaws. For example, a Member may not hold a position for more than two terms, only AMSRO Members may run for Office (not Associate or Honorary Members), and Members who sit on the Election Committee may not run for Office during the year they participate on the Committee.

The committee will create ballots for the eligible candidates on the online voting platform. Currently www.opavote.com is used but alternative platforms may be used if they better suit the needs of the Election Committee in keeping with these procedures and the Bylaws. The Treasurer will reimburse the Election Committee for associated fees, if applicable.

The online voting shall be held by a ranked choice method.

At least two weeks before the annual meeting, the committee will open the voting to Members in good standing. Election Committee members may vote if they are also Members in good standing. At least one week shall be given for voting.

If a Member wins two positions for which they are running, they will be elected to the position they ranked with higher preference and be removed from the other race. The runner-up in the other race shall then be the winner of that race. If the lower preference position was unopposed, and no runner-up exists, a run -off election for that position will be conducted, with a new solicitation for candidates.

A tie shall be broken via a repeat vote only between the individuals involved in the tie. In case of another tie, the winner will be determined via random selection via an appropriate software. The Election Committee will inform the Executive Committee of the results of the election.

The results of the election will be announced at, or prior to, the annual AMSRO business meeting.

Per the Bylaws, a candidate may ask the Election Committee to see the tallies result (votes and ranked choice steps) but only of the race(s) in which they participated.

Article VI: Community Standards

Thank you for being a part of the AMSRO community. To ensure the best possible experience for all participants, we have established some basic guidelines specific to this community and communications platform.

By joining and using this community, you agree that you have read and will follow these rules and guidelines. You also agree to reserve discussions, shared files and content to those best suited to the medium. These are great mediums with which to solicit the advice of your peers, benefit from their experience, participate in ongoing conversations, and actively collaborate with one another.

Please take a moment to acquaint yourself with these important Guidelines. To preserve a climate that encourages both civil and fruitful dialogue, we reserve the right to suspend or terminate a participant's ability to use AMSRO established communication forums including but not limited to Google Groups, Slack, GroupMe, Facebook, and other social media and networking platforms.

If you have questions about these rules, the community, or how you can participate, please contact AMSRO at AMSRO.officers@gmail.com

The Rules

This community is a supportive and inclusive space and the discussions and comments here are meant to stimulate conversation. Let others have their say, just as you may, and treat them as you want to be treated. Do not be abusive, or attack, or harass others.

All defamatory, abusive, profane, threatening, offensive, infringing, or illegal materials are strictly prohibited. If such content is posted, it will be removed. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.

Post your message or documents only to the most appropriate lists, discussion threads, or libraries. Do not spam several lists or libraries with the same message.

AMSRO reserves the right to reject any message for any reason.

Discussion Group Etiquette

State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.

Most messages are appropriate for a particular thread of discussion or for a subset of the member community. Do not post a message to the entire member community list unless it is relevant to the whole community.

To avoid cluttering discussion threads, send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list. Do this by using the "Reply to Sender" link to the left of every message.

As a courtesy, warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says, "Long Message."

Violation of these Standards may result in disciplinary action.

Article VII: Responsibilities for Senior Mentor to advise and support the Executive Committee

A senior mentor for AMSRO should:

1. Be a mid to senior career member of the aerospace medical community, ideally with previous experience in field-specific leadership positions.
2. Be willing to conference with individual Executive Committee members concerning their individual responsibilities within the leadership structure.
3. Provide guidance (or network to those who do) on leadership goals provided by both individual Executive Committee members and the entire Executive Committee as a whole.
4. Be willing to attend Executive Committee meetings if requested.
5. Be available to address questions and provide advice concerning a range of topics inherent to Executive Committee business including but not limited to:
 1. Interfacing within AsMA/Constituent Organizations
 2. Identifying opportunities to partner with non-AsMA or non-aerospace medical organizations to both enhance learning for current members and reach potential new members.
 3. Parliamentary procedure

Selection of a Senior Mentor:

The executive committee shall appoint a senior mentor for a one year term. The executive committee will review the position of senior mentor on an annual basis. The executive committee shall approve the mentor with a two-thirds vote.