



# **Aerospace Medicine Student and Resident Organization Policies and Procedures Manual**

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## INTRODUCTION

This Policies and Procedures manual is intended to serve as a comprehensive guide for the Aerospace Medicine Student and Resident Organization (AMSRO), its members, and other stakeholders interested in understanding AMSRO's organizational policies and operational procedures. It outlines the "what" and "why" of AMSRO's intent through its organizational policies, and the "who," "how," "where," and "when" through its operational procedures.

In alignment with the structure and professional standards of the Aerospace Medical Association (AsMA), this manual has been designed to reflect similar policies and procedures, providing consistency within the broader aerospace medicine community. This approach ensures that AMSRO's operations are efficient and cohesive with the industry's best practices.

The manual serves as a resource for those in leadership or volunteer positions within AMSRO, ensuring that each member entrusted with AMSRO's affairs is fully informed of the organization's workings. It is also a valuable guide for non-members seeking to understand AMSRO's operations and mission. As a dynamic and evolving document, the manual is designed to be updated regularly to reflect the organization's growth and changes.

AMSRO's organizational policies focus on the core values and mission that guide its actions, while the operational procedures provide a structured framework for carrying out those values. This manual ensures that AMSRO functions efficiently, effectively, and in alignment with its overarching mission to advance aerospace medicine. This document is a vital tool for all AMSRO members, particularly those in leadership or appointed positions, to ensure the smooth and cohesive operation of the organization.

## PREFACE

The following material consists of the policies and standard operational procedures of the Aerospace Medicine Student and Resident Organization (AMSRO). The policies and procedures sections are extensions of the Bylaws and are designed to be more easily modified than the Bylaws; however, this document is not a replacement for the Bylaws which should always be referenced first. The AMSRO policies and procedures align with and never conflict with the Bylaws. As AMSRO continues to evolve, this manual will serve as a dynamic and amendable resource to guide the organization's operations, while maintaining consistency with its founding principles and governance.

# POLICIES

## 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 [secretary@amsro.org](mailto:secretary@amsro.org).

### **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.

# PROCEDURES

## AMSRO Scientific Paper Award

### 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. Award winners are restricted to "early career" aerospace medicine trainees, defined as students, residents, or fellows in any relevant discipline or speciality.

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 March 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.

## AMSRO Outstanding Mentorship Award

### 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. A winner must be selected by March 15 of the same year.

### 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.

## Anita Mantri, PhD, Memorial Award

### 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. Award winners are restricted to “early career” aerospace medicine trainees, defined as students, residents, or fellows in any relevant discipline or speciality.

### 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. A winner must be selected by March 15 of the same year.

## 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.

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 testimonial

## AMSRO Election

### 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](http://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.

## Regional Chapter Establishment

### 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](mailto:amsro.chapters@gmail.com).
3. The committee chair/co-chairs will send and ask the individual to complete and submit the ASMRO 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.