

Bylaws of the Aerospace Medicine Student and Resident Organization

(as amended April 2016)

ARTICLE I

NAME

The name of this organization shall be the Aerospace Medicine Student and Resident Organization.

ARTICLE I

VISION, MISSION, AND OBJECTIVES

- A. *Vision:* The international advocate for aviation, space, and environmental medicine among students and residents.
- B. *Mission:* To advance the science and art of aerospace and diving medicine among undergraduate, graduate, medical, allied medical, and nursing students, as well as among medical residents, 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 undergraduate, graduate, medical, allied medical, and nursing students, as well as medical residents, about career opportunities in aerospace medicine-related specialty fields
 - (a) by 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) by 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 residents as an active voice and participant in the functioning of the Aerospace Medical Association.
 - (3) Foster cooperative interaction with other medical and scientific communities concerned with developments and progress in the science of aerospace medicine and its allied specialties.
 - (4) Continuously increase membership, accessibility and participation internationally by
 - (a) active recruiting of potential members; and
 - (b) creating and maintaining affordable options for student and resident involvement.

ARTICLE III

MEMBERSHIP

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

A. There shall be the following categories of membership: Full Member and Honorary Member. Those on the list of active members shall continue as active members as long as they retain their membership in good standing.

B. Member:

(1) Full 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 Full Membership shall have one or more of the following minimum qualifications:

(a) Be a student/resident member of the Aerospace Medical Association (AsMA), in accordance with the Bylaws of AsMA.

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

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

C. Honorary Member:

(1) Honorary Membership shall include alumni of the Organization, Organization mentors, and individuals selected by the Executive Committee for indefinite membership.

(a) Alumni of the organization are defined as former full members who have previously held full membership within AMSRO for at least one calendar year and attended at least one annual scientific meeting of the Aerospace Medical Association.

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

(3) 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 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 2 years, suspend for a period not to exceed 3 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, and a Webmaster. Each office shall be filled by one active, Full Member elected at the annual meeting. This meeting shall be held during the annual scientific assembly of the Aerospace Medical Association. The term of each newly elected officer shall commence at the adjournment of the annual meeting and continue until the adjournment of this same meeting the following year.

Whenever possible, the President should 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 the Aerospace Medical Association before the year of election, and all officers will be active members of that Association.

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.

SECTION 3. Vice President.

The Vice President shall perform such duties as designated by the President. 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 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 and hold same 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 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 Organization website. 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. 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 shall perform such other duties as provided by these Bylaws.

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 two 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 held at the annual business meeting of the Organization. Only active members in good standing shall be entitled to vote in the election of officers. These shall be elected by a majority vote of those voting members present at the annual business meeting.

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.

B. 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 an annual report to the President citing the progress and issues relating to the function of that particular committee.

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 student or resident first-listed author submission to the AsMA annual scientific meeting. It is also the only award in the Aerospace Medical Association for students and residents selected by other students and residents. 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.

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 be devoted to the reception of annual reports and other business, including the nomination and election of officers. 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. All elections and all questions shall be decided by a majority of votes cast. A tie vote shall be broken by the President or Acting President.

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, 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 from Annual Meeting to the next Annual Meeting.

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.

Honorary Members shall be exempted from mandatory payment of annual dues.

SECTION 3. Active Member.

An active Full 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 each year.

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 at any annual meeting of the Organization by two-thirds vote of accredited voting members present at such meeting. The proposed amendments shall be presented to the members prior to the meeting if possible. Amendments may be proposed upon the petition of any member-in-good-standing, addressed to the Executive Committee. All such amendments shall be presented by the Executive Committee to the membership with or without recommendations.

Bylaw Amendment History

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 training at an academic program, and are in good standing. Persons who are not members of AsMA and/or AMSRO are eligible as long as 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 students or residents when they submitted their abstract.

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 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 submit 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 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 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. Establishment

A regional chapter may be established on request of any currently active member of the AMSRO general membership. To establish a regional chapter contact the Treasurer-Membership Coordinator officer of the general organization at amsro.treasurer@gmail.com and provide the following information:

- A. Name
- B. City, state, location of regular meetings
- C. Number of anticipated members

Approval is at the discretion of the executive committee which has the sole power over the establishment or dissolution of the regional chapter.

The chapter must consist of one or more active members of the AMSRO general organization as defined in the membership section of the bylaws. All active chapter members must be active members of AMSRO and ASMA

Section 2: Rights of a Regional Chapter

- A. A regional chapter may establish its own leadership structure, provided that each member holding a leadership position is also a member of the AMSRO general membership.
- B. The leader of a regional chapter or a designee may represent the chapter at the annual scientific meeting each year.
- C. A regional chapter may have a presence on the AMSRO website.
- D. 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 Executive Committee for consideration, whereupon the Executive Committee shall consider the issue and take the appropriate action.