Aerospace Medicine Student and Resident Organization

GOVERNING BYLAWS

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ARTICLE I: NAME

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

ARTICLE II: VISION, MISSION, & 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

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.

A. 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.

(d) Serving on the Executive Committee of AMSRO pursuant to a two-year elected term of office. Individuals whose regular Membership expires during the two-year elected term shall remain eligible for Membership for the remainder of that term.

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

B. 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.

C. 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, President-Elect, Secretary, Treasurer-Membership Coordinator, Parliamentarian-Historian, Chief Editor, Webmaster, Resident in Aerospace Medicine (RAM) Representative, and a Military 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 P&P Manual, in accordance with Article V. 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. Each elected

Officer is required to be present for at least half of all Committee meetings in addition to fulfilling their duties detailed herein.

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 (AsMA). 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 President-Elect shall perform the functions of and act as President for the period of such incapacity.

SECTION 3: President-Elect

The President-Elect shall perform such duties as designated by the President. The President-Elect shall be an eligible AsMA member as described under the terms in Section 1. The President-Elect will serve one full term, which will overlap with the end of the current President's term. The President-Elect will subsequently assume the role of President for a one-year term upon completion of duties as President-elect. As stated in Article IV Section 2, the President-Elect shall perform the functions of and act as President in the event that the President is incapacitated or otherwise unable to act, for the period of such incapacity. In this unique scenario, the President-Elect will subsequently assume the role of President for a one-year term upon completion of a full-term as interim President. The President-Elect shall have attended at least one scientific meeting of AsMA before the year of election, and all Officers must be active members of AsMA. The President-Elect must either be in the latter half of an accredited graduate or doctoral program or international equivalent OR be an intern, resident, or fellow in an accredited medical or surgical training program or international equivalent. The President-Elect must meet all pre-specified qualifications of President by the end of the calendar year of assuming presidency; see Article IV Section 2.

In the event that the President-Elect resigns, is incapacitated, or is otherwise unable to act, the President shall appoint a Vice President, approved by a ⅔ majority of the executive committee, to perform the duties of President-Elect until the next annual meeting or for the period of the incapacity. The newly appointed Vice President must meet all pre-specified qualifications of President; see Article IV Section 2. If a ⅔ majority of the executive committee cannot be reached, elections must be held and voting concluded within 30 days or at the next regular election cycle, whichever is sooner. At the next

annual meeting, a special election will be held to fill the role of president for one year, in addition to the standard executive board positions.

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. The Webmaster shall also sit on the AsMA Communications Committee as a voting member, representing AMSRO in an official capacity. 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: Military Representative

The Military Representative is a Member who is an active, reserve, guard, or veteran from any aviation and/or medical related field. The Military 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. In the event that the Military Representative resigns, is incapacitated, or is otherwise unable to act, the President shall appoint an acting Military Representative to perform the duties of that office until the next annual meeting or for the period of the incapacity.

SECTION 11: Immediate Past President

The immediate past president of AMSRO will be given the opportunity to attend all executive committee meetings to provide operational and logistical insight and support to

the committee. The past president will not possess voting power, and will not affect the voting quorum.

SECTION 12: 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

SECTION 1. Description

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, President-Elect, Secretary, Treasurer-Membership Coordinator, Parliamentarian-Historian, Chief Editor, Webmaster, a Resident in Aerospace Medicine (RAM) Representative, and a Military Representative.

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. Rules and regulations determined by the Executive Committee will be recorded in the AMSRO Policies and Procedures Document (APPD). 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: defined by satisfaction of both of the below criteria.

1) The President, or Acting President is present
2) Greater than 50% of the voting members of executive leadership is present. A diligent attempt must be made to include all members of the Committee in any meeting.

SECTION 5: Removal of an Executive Committee Member

An Executive Committee member may be removed from office for failure to fulfill the duties of their position, conduct detrimental to the interests or reputation of the Organization, conflict of interest violations, absence from more than 4 consecutive meetings without cause, or for other substantial reasons as determined by the Committee. The removal process shall begin with the submission of a written petition to the AMSRO President, or to the AMSRO President-Elect if the AMSRO President is the subject of the petition. The petition must clearly state the grounds for removal and must be endorsed by at least two members of the Executive Committee.

The member subject to removal shall be given written notice of the petition and its stated grounds at least thirty (30) days prior to the scheduled vote. The member shall also be provided an opportunity to respond in writing and/or to address the Committee before deliberations take place. A special meeting of the Executive Committee shall be convened to deliberate and vote on the matter. A quorum must be present for the vote to proceed. Removal of a member requires a greater than two-thirds (2/3) majority vote of the full Executive Committee, excluding the member under consideration. A ⅔ majority vote will remove the person in question from office. The removed member may appeal the decision to the AMSRO Senior Mentor within fourteen (14) days of removal, in which case the decision of removal will be delayed and the person can still remain in office for that time being. The meeting with the Senior Mentor must occur within twenty-one (21) days of removal decision, and shall include only three people: Senior Mentor, the member subject to removal, and the AMSRO President (or the President-Elect if the AMSRO President is the subject of the removal petition). No other AMSRO Executive Committee members shall be invited to this final meeting. The decision of the AMSRO Senior Mentor on such appeals shall be considered final.

Upon removal, the individual shall immediately cease all duties, access, and responsibilities associated with their office. A vacancy shall be declared and filled in accordance with the provisions outlined in the Elections section of the bylaws.

ARTICLE VI: CHAPTERS

SECTION 1. Regional Chapters

A. It is the policy of the Organization to establish Regional Chapters of its Members as needed. The Executive Committee shall have the authority to control the establishment, guidance, and termination of Regional Chapters and may establish regulations for this purpose as it may deem appropriate in order to further the objectives and purposes of the Organization. The Executive Committee delegates supervision of Regional Chapters to the Chapters Committee but may overrule the Chapters Committee if necessary.

B. The purpose of Regional Chapters is to provide additional local resources, events, and opportunities to AMSRO members within an assigned geographic area, as well as to provide the same services to any AMSRO-Affiliated Aerospace Medicine Interest Groups at Hospitals or Universities which fall within the same assigned geographic area.

C. The geographic area over which a Regional Chapter has purview will be determined by the Executive Committee when the Regional Chapter is established and can be changed if needed.

D. The provisions of this Bylaws shall be equally binding upon the Organization and all its Regional Chapters.

SECTION 2. Roles and Responsibilities

A. Regional Chapters must be composed of current AMSRO members in good standing.

B. Each Regional Chapter shall have a Chapter Chair, Vice-Chair, and other leadership committee members as outlined in the AMSRO Policies and Procedures Document (APPD). These positions may be collectively referred to as Regional Chapter Leadership.

C. The Chapters Committee will solicit yearly applications from AMSRO Members who wish to be considered for Regional Chapter Leadership.

D. Each Regional Chapter will contribute one member to the Chapters Committee

E. Regional Chapter Leadership may be removed by a two-thirds vote of the Executive Committee for failure to perform duties or conduct unbecoming of Chapter Leadership.

F. Each Regional Chapter is responsible for adhering to roles and responsibilities as established by the Executive Committee as delineated in the AMSRO Policies and Procedures Document (P&P).

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. Description

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.

SECTION 3. Standing Committees

A. Awards Committee Chair

The purpose of the Awards Committee Chair is to recognize and promote excellence, mentorship, and service within AMSRO by overseeing the annual awards programs, specifically:

- The Scientific Paper Award Nominee
- The Anita Mantri, PhD Memorial Award Nominee
- The Outstanding Mentorship Award Nominee

The Committee shall consist of a Chair (or Co-Chairs) appointed by the Executive Committee, with solicitations for this position gathered by an announcement to the general AMSRO body via electronic communication.

The Awards Committee will oversee the solicitation and nomination process for the Scientific Paper Award Nominee, Anita Mantri PhD Memorial Award Nominee, & Outstanding Mentorship Award Nominee. The Awards Committee may designate different working groups for these awards as they see fit, with recruitment done with the assistance of outreach from the Executive Committee.

Ultimately, the Awards Committee will present the 3 nominees to the Executive Committee by the deadline written into the current AMSRO P&P document. The Executive Committee will ensure proper protocols were followed and that all of the nominees for the awards meet eligibility criteria. If any of the nominees do not meet the eligibility criteria stated in the current AMSRO P&P, the Executive Committee will inform the Awards Committee, who will then present the Executive Committee with the next runner-up's information. This process shall ensue as many times as necessary to determine a final eligible nominee.

Once vetted by the Executive Committee, all 3 nominees will be informed of their award status by the Executive Committee. The Awards Committee shall not inform the nominees of their nominations in any case, as this announcement will be reserved for the Executive Committee.

B. 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 P&P**.**

C. International Outreach Committee

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

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

E. 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.

F. 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.

G. Chapter Establishment and Coordinating Committee (Chapters Committee)

This committee handles the management and coordination of AMSRO Regional Chapters and solicits and processes applications for AMSRO affiliation from university and hospital-based Aerospace Medicine Interest Groups. The Chapters Committee oversees existing Regional Chapters and Interest Groups, and serves as a point of contact for all Chapter-related items. All AMSRO Regional Chapters report to this committee. Additionally, this committee maintains records and reports on activities of the Regional Chapters.

The Chapters Committee leadership roles and responsibilities are determined by the AMSRO Policies and Procedures Document.

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: AWARDS

A. Scientific Paper Award

The AMSRO Scientific Paper Award 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 current AMSRO P&P manual.

B. Outstanding Mentorship Award

The AMSRO Outstanding Mentorship Award 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 current AMSRO P&P manual.

C. Anita Mantri, PhD Memorial Award

The Anita Mantri, PhD Memorial Award is given 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 current AMSRO P&P manual.

D. Discretionary Awards

The AMSRO Executive Committee shall have the authority to establish and present a discretionary award(s) at its discretion in recognition of exceptional service, leadership, or contributions that advance the mission and values of AMSRO. This award may be given to an individual or group whose impact does not fall under existing award categories but is deemed by the Executive Committee to merit special acknowledgment.

ARTICLE X: ORGANIZATIONS AND MEETINGS

SECTION 1. Qualifications and Application for Affiliated Organizations

A. Qualifications:

(1) Affiliated Organizations shall have a mission, vision, and objectives which are compatible with, and not contrary to, those of the AMSRO, which are outlined in Article II.

(2) The AMSRO will recognize two distinct groups of affiliates: Aerospace Medicine Interest Groups (“Interest Groups”) and Partner Organizations.

(a) Interest Groups are university or hospital based organizations in any country or region which are formed around common interest in aerospace medicine and whose members are primarily Students and Trainees. At least one member of the Interest Group must be a member of AMSRO in good standing in order to affiliate with AMSRO.
    (i) Examples include an Aerospace medicine interest group of trainees at a US or international medical school, a residency program, or international equivalent.
    (ii) Aerospace Medicine Organizations primarily composed of students and trainees which are geographically limited to a specific country but are not associated with a hospital or university will also be classified as an Interest Group.

(b) Partner Organizations are organizations which promote aerospace and/or aerospace medicine but are not primarily composed of Students and Trainees or are not based at a university or hospital but would still confer or gain benefit from affiliation with AMSRO. Partner Organizations do not need to include a member of AMSRO in their organization to affiliate with AMSRO.
    (i) Examples include an aerospace medicine group based around a specific identity, an aerospace engineering group, or an aerospace corporation which consistently supports AMSRO.
    (ii) Organizations that are constituents or affiliates of AsMA, and those organizations' subordinate organizations are considered Partner Organizations by default and do not need to apply for affiliation.

B. Application:

(1) The application process to become an Affiliated Organization will depend on whether the applying organization is seeking status as an Interest Group or a Partner Organization.

(2) Partner Organizations shall make a written request for affiliation through their responsible officers to the Executive Committee of the AMSRO. Such application shall include the name of the organization, a demographic description of its membership, and bylaws (if applicable) with its application for Affiliated status. Partner Organizations' affiliation status will be confirmed with a 2/3rds majority vote of the Executive Committee.

(3) Interest Groups which wish to affiliate with the AMSRO shall direct their application to the Chapter Coordinating and Establishment Committee. The Chapters Committee will receive and process applications according to the AMSRO Policies and Procedures Document.

(4) If approved, a formal affiliation approval letter, signed by the President, will be sent to the Affiliated Organization for their records.

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

SECTION 2. Use of AMSRO Name and Logo

A. Affiliates can use the AMSRO Affiliate logo but must not use the AMSRO name in their title.

SECTION 3. Termination of Affiliation

A. Termination of an affiliate organization's status by AMSRO may be pursued if the organization fails to comply with the criteria and responsibilities outlined in this Article or for any reason deemed sufficient by the Executive Committee. Termination of an existing organization shall be referred to the Executive Committee for study, whereupon the Executive Committee shall make a recommendation for appropriate action.

B. The affiliate organization will be notified in writing of the reason for termination and will be given an opportunity to address the issue before the final decision is made by the AMSRO Executive Committee.

C. A two-thirds vote of the AMSRO Executive Committee is necessary for the termination of affiliation. The decision of the Executive Committee shall be final.

SECTION 4. Meetings

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 5. 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 6. 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 7. Rules

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

ARTICLE XI: 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 currently in the payment of dues.

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 XII: 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 XIII: 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.

Bylaws Amendments History:

- *11/2026*
- *01/2026*
- *05/2024*
- *05/2023*
- *05/2022*
- *05/2021*
- *05/2018*
- *04/2016*
- *05/2015*
- *05/2014*
- *05/2009*
- *07/2001*

ARTICLE XIV: 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.

ARTICLE XV: ASMA EXECUTIVE COMMITTEE NOMINATIONS

The AMSRO Executive Committee has the right to nominate AMSRO members to the AsMA Executive Committee as Members-at-Large, subject to change depending on future circumstances and opportunities within the Council. Criteria for nomination are Full AMSRO members (Excluding Associate Members) with a minimum of 5 years of AsMA membership, attendance of at least 2 AsMA scientific meetings, near the end of their training, and previous leadership experience within the AMSRO executive committee or AsMA. Successful approval of a Member-at-Large nomination requires at least two-thirds (⅔) majority vote of the Executive Committee. AsMA Council Members-at-Large must be re-evaluated during every annual election cycle (generally held in the spring), and must be re-affirmed as Member-at-Large with a similar ⅔ majority vote of the incoming Executive Committee. Members-at-large may not serve for more than 2 terms, similar to AMSRO elections procedures noted elsewhere.

All nominations will be reviewed by the AMSRO Executive Committee before submission to the AsMA Nominations Committee. Interested individuals can contact AMSRO's representative to the AsMA Nominations Committee or email AMSRO leadership for further guidance.

APPENDICES

ARTICLE I: SENIOR MENTOR

SECTION 1: Responsibilities

A senior mentor for AMSRO should:

H. Be a mid-to-senior career member of the aerospace medical community, ideally with previous experience in field-specific leadership positions.
I. Be willing to conference with individual Executive Committee members concerning their individual responsibilities within the leadership structure.
J. 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.
K. Be willing to attend Executive Committee meetings if requested.
L. Be available to address questions and provide advice concerning a range of topics inherent to Executive Committee business including but not limited to:
    a. Interfacing within AsMA/Constituent Organizations
    b. Identifying opportunities to partner with non-AsMA or non-aerospace medical organizations to both enhance learning for current members and reach potential new members.
    c. Parliamentary procedure
M. Not have voting rights as part of the Executive Committee

SECTION 2: Selection

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.