

**BY-LAWS
OF
THE AEROSPACE PHYSIOLOGY SOCIETY OF THE AEROSPACE MEDICAL ASSOCIATION
(May2008)**

ARTICLE I: NAME AND HEADQUARTERS. The NAME of this constituent of the Aerospace Medical Association shall be: The *AEROSPACE PHYSIOLOGY SOCIETY OF THE AEROSPACE MEDICAL ASSOCIATION*, herein known as the Society, with headquarters located at the office of the incumbent Treasurer of the Society.

ARTICLE II: OBJECTIVES AND PURPOSES. The objectives and purposes of this Society shall be:

- A. To encourage, promote, and advance the science and practice of aerospace physiology by:
 - 1. Establishing and maintaining cooperation between aerospace physiology and other scientific disciplines;
 - 2. Stimulating and accomplishing physiological investigation, studying, and disseminating pertinent knowledge and information, through teaching and participation in scientific and technical meetings.
- B. To enhance the professional stature of aerospace physiology within the Aerospace Medical Association.
- C. To provide a single, unified voice within the Aerospace Medical Association to present the views of the Society.

ARTICLE III: MEMBERSHIP

Section 1. Membership Qualification. Membership in the Society shall consist of and is open to all those, without any discrimination, who are members in good standing in the Aerospace Medical Association and who demonstrate genuine interest in aerospace physiology, consistent with Article II, Paragraph A.

Section 2. Membership Application. An applicant for membership will submit an approved membership application in writing to any officer of the Society. Standard Society membership applications can be downloaded from the Society's website or provided by members of the Society. After verification of the applicant's qualifications and after payment of dues to the Treasurer of the Society, the applicant will be notified by the Treasurer of his acceptance into Society membership. The names of the new members accepted during the year will be announced by the Chairman of the Membership Committee at the next Board of Governor's meeting and at the Society's Annual Business Meeting.

Section 3. Expulsion of Members. Provisions for expulsion of members of this Society shall be identical to those employed by the Aerospace Medical Association, and any member expelled from the Aerospace Medical Association will no longer be considered a member of this Society. In addition, members will be expelled from this Society specifically for delinquent dues, as specified in Article VII of these By-Laws.

ARTICLE IV: OFFICERS

Section 1. Elected Offices: Any member of the Society in compliance with Article III of these By-Laws is eligible for any elected office in the Society. Officers in the Society shall consist of President, President-elect, Secretary, Treasurer, Bibliographer and four at-large members of the Board of Governors. Except for the president, these officers will be elected by the Society general membership. The President-elect automatically assumes the position of President upon the President's completion of term. The President and President-elect shall hold office for one year. The Secretary, Treasurer and Bibliographer shall hold office for two years, and at-large members of the Board of Governors shall hold office for four years. One at-large member of the Board of Governors shall be elected each year. The President and President-elect are not eligible for re-election to those offices. Except for the President, officers shall be elected by internet or mail ballot, as detailed in Appendix A to these By-Laws, and shall be announced at the Society's Annual Business Meeting. The duties of the officers shall be those in accordance with the accepted rules of order, including those duties specified in this Article, Section 3. The Society President will appoint a replacement for any vacated office. The replacement must not be serving in another office in the Board of Governors and must be a member of the Society in good standing, who is willing to serve the remainder of the term of office for which he has been appointed or until the next year's election of officers, according to the tenure of the office to which he/she is appointed, and consistent with the desires of the appointed replacement officer.

Section 2. Nomination and Election of Officers: A nominations committee, consisting of five (5) members of the Society who are representative of the general membership of the Society, shall be appointed in accordance with Appendix A for the purpose of nominating members of the Society for elected offices of the Society. A minimum of two names will be nominated for each office. Officers shall be elected by internet or mail ballot not later than 30 days prior to the Aerospace Medical Association Annual Scientific Meeting. Write-in candidates on the internet or mail ballots by the general membership will be accepted, in addition to those names presented by the nominations committee. The election of officers for the succeeding year shall be made by a plurality of those voting. The President-Elect shall assume the Presidency of the Society at the conclusion of the Society luncheon. The other officers elected shall take office at the conclusion of the Aerospace Medical Association Annual Scientific Meeting. No candidate for office shall be nominated who has not first consented to serve if elected.

Section 3. Society Officer Duties.

President: The President shall develop the agenda for and chair the annual meetings of the Society. The President shall chair the Board of Governors and is empowered to call Board of Governors special meetings. The President shall appoint three members of the Society to the Nominations Committee, which will be supplemented by the Immediate Past President and 1-year removed Past President, and shall appoint all standing committees and any special committees at his discretion. In the event that the President-elect is unable to succeed the President, the President shall continue in office for a second term, if able and willing. Otherwise, the senior member in terms of service on the Board of Governors shall be designated Chairman pro tempore and preside over the Society until a new President-elect is elected.

President-Elect: The President-elect shall serve as President in Society activities in the President's absence and complete the term of office of the President in the event that the President is unable to complete the term for which he/she was elected.

Secretary: The Secretary shall prepare the minutes for all Society meetings. The minutes shall be made available to the general membership by the Secretary by the next appropriate meeting. The Secretary shall deal with all Society correspondence, as directed by the President. The Secretary will maintain copies of all Society correspondence during the Secretary's current tenure. At the close of the elected term of office, the Secretary will direct all past Society correspondence to the Society Bibliographer.

Treasurer: The Treasurer shall be responsible for the financial accounting for the Society and shall be authorized to disburse such funds as directed by the President of the Society for normal operating expenses. The financial accounting will be kept current using accepted procedures and will be made available to any Society member upon a formal written request. The Treasurer will prepare a formal, detailed financial report of the Society, which will be presented orally and defended by the Treasurer at the Society's Annual Board of Governors Meeting. The Treasurer will serve as the membership chair. In this capacity, the Treasurer will solicit all membership dues, notify any members who are delinquent on dues, and receive and process membership applications. The Treasurer will maintain current membership records and will act as authorized in Article VII of these By-Laws.

Bibliographer: The Bibliographer will maintain all of the Society's historical files in an accepted order. These files will be composed of Society correspondence received from the Society Secretary, all annual written Society committee reports and copies of all published material pertinent to the Society which appears in print (primarily in *Aviation, Space, and Environmental Medicine*). In the absence of the Secretary, the Bibliographer shall prepare the minutes of the annual meetings of the Society.

Board of Governors At-Large Members: Each At-Large member should attend and participate in the annual and any special meetings of the Society Board of Governors as directed in Article V of these By-Laws.

ARTICLE V: BOARD OF GOVERNORS

Section 1. Board Members. The interim governing body of the Society shall be a Board of Governors which shall consist of eleven (11) voting members. The membership shall consist of the President of the Society, who shall serve as Chairman of the Board, the Secretary of the Society, who shall serve as Recorder for the Board, the Treasurer, the President-elect, the Bibliographer, the two immediate past presidents of the Society, and the four at-large members.

Section 2. Authority. The Board of Governors shall be empowered to transact business in the name of the Society between the Annual and Special Meetings of the Society. It shall not financially obligate the Society in any manner that will require increased dues or assessments. A two-thirds vote by the Board of Governors shall be required for the expenditure of more than twenty-five percent of the unobligated funds in the society treasury. A quorum for the Board of Governors shall consist of a minimum of six Board members.

Section 3. Meetings. The Board of Governors shall meet annually, generally in conjunction with the Annual Scientific Meeting of the Aerospace Medical Association. It shall formulate and make recommendations to the Society for consideration and action. Special meetings of the Board of Governors may be called at the discretion of the President of the Society or by written request by four or more members of the Board of Governors.

Section 4. Presiding Officer. In the event both the President and President-elect are unable to function or complete their terms of office, the senior member in terms of service on the Board of Governors shall be designated Chairman pro tem. In the absence of the Secretary, a report of the proceedings will be prepared by the Bibliographer or someone designated by the presiding officer of the Board of Governors meeting.

ARTICLE VI: MEETINGS. The Society shall meet annually (Annual Business Meeting) at the time and place of the Annual Scientific Meeting of the Aerospace Medical Association. Special meetings of the Society shall be convened upon submission of a written request signed by one-fourth of the active membership of the Society to the Board of Governors. Any special meeting of the Society shall require that all members be notified in writing as to the time and place of the meeting at least thirty (30) days prior to the scheduled date of the meeting. A quorum at any duly convened meeting of the Society shall consist of the number of members present at the meeting. Impromptu “virtual” meetings, via internet or e-mail, are allowed.

ARTICLE VII: DUES AND FINANCES. Annual membership dues shall be set by the Board of Governors of the Society with the approval of the general membership by majority vote of those members present at the Society’s Annual Business Meeting. These funds shall be used only for meeting the normal financial and administrative obligations of the Society. Further assessment of the membership shall be by majority vote of those members present at the Society’s Annual Business Meeting. Annual dues shall be payable to and collected by the Treasurer at the beginning of each calendar year. Any member who has not paid dues for two successive years shall be duly notified by the Treasurer by mail or e-mail and will be expelled from the membership rolls after the next Annual Business Meeting, as determined by the Chairman of the Membership Committee.

ARTICLE VIII: COMMITTEES. A Nominations Committee of five members will be appointed as outlined in Appendix A. Guidelines for the Nominations Committee appear in Appendix A. The chairman of the Nominations Committee is requested to follow these instructions closely. The chairman of the Membership Committee will function as outlined in Article III, Section 2 and Article VII of these By-Laws. In accordance with Article IV, Section 3 of these By-Laws, an Awards Committee of at least three members, including committee Chair, all appointed by the Society President, will manage the nomination for and the bestowal of Society awards, including the Paul Bert Award, the Wiley Post Award, and the Fred A. Hitchcock Award. The Partnership in Education Award sponsored by the Society will be managed by a separate committee. Specific procedural guidance for the Society’s Awards Committee and the Partnership in Education Award Committee will be reviewed and approved by the Society's Board of Governors. Other standing and special (ad hoc) committees shall be appointed at the discretion of the Society President.

ARTICLE IX: RULES OF ORDER. The rules contained in Robert's Rules of Order, Revised, shall govern the Society in all cases to which they are applicable and consistent with the By-Laws or special rules of order of the Society.

ARTICLE X: AMENDMENTS. These By-laws may be amended at the Annual Business Meeting of the Society, by a two-thirds vote of the general membership in attendance or by a two-thirds vote of respondents on amendment ballots mailed to the general membership at least 30 days prior to the Annual Business Meeting.

★★★ effective upon vote of acceptance by two thirds of the general membership in attendance at the Annual Business Meeting of 2006 ★★★

APPENDIX A: NOMINATIONS COMMITTEE

Purpose. The purpose of the Nominations Committee shall be to place in nomination a minimum of two candidates for each of the offices that expire at the end of the current year and direct the balloting process of the general membership in electing the Society officers.

Composition. The Nominations Committee shall be composed of 5 members. Two members shall be appointed herein as standing members, by position, and the other three members shall be appointed by the incumbent President. The committee chair shall be the outgoing President for the following year's election. The prior past President shall be included as a committee member. The composition of the committee shall attempt to represent a cross-section of the constituency of the organization, i.e., representatives from the different military organizations (Army, Navy, Air Force, etc.) and civilian organizations (government, industry, and academia).

Nominees Selection Procedures. The Chairman of the Nominations Committee will request at least two nominations from the committee for each available office, with the following information:

- a) A list of qualifications for each nominee.
- b) Approval obtained from each nominee to verify willingness to accept the Office if elected.

The above information will be provided to the Chairman within 14 days after receipt of the request from the Chairman. The Chairman, upon receiving the information, will arrange the nominees for each office in alphabetical order, along with a one paragraph biography in preparation for posting on the Society web page, and will forward this ballot information to the Webmaster for posting on the internet for election.

Election by internet: The Chairman will prepare a ballot and send it to the Secretary for filing and to the Society Webmaster for posting. The Webmaster will create an on-line ballot to be used by members in good standing according to Article VII of the By-laws. The on-line ballot will allow write-in candidates for each position. The election will be publicized in the Journal. Election results will be reported to the Chairman no later than 7 days before the Aerospace Medical Association Annual Scientific Meeting. He/she will report the results at the Society luncheon meeting. Results will also be submitted for publication in the Journal. In the event that an on-line election is technically infeasible for whatever reason, election by mail will be used.

Election by mail: The Chairman will prepare a ballot and send it to the Secretary to be mailed to those members in good standing according to Article VII of the By-laws. The ballot will allow write-in candidates for each position. The members should receive the ballot no less than 30 days prior to the Aerospace Medical Association Annual Scientific Meeting. The election will be publicized in the Journal. Completed ballots will be sent directly to the Chairman no later than 7 days before the Aerospace Medical Association Annual Scientific Meeting. He/she will count them and report the results at the Society luncheon meeting. Results will also be submitted for publication in the Journal.

In the event of a tie, a secret ballot will be held by a quorum of the Board of Governors at the Annual Board of Governors Meeting. If, for any reason, the validity of the election of officers is questioned, for reasons outside the scope of this appendix, the Board may nullify the election results and direct the Committee chair to re-do the election process, correcting the deficiency which led to the nullification of the election. If during the re-election process, there is a tie for any office, except the at-large member, the Board of Governors will hold a secret election to determine the results. In the event of a tie for the at-large member position, both candidates may be accepted, and no election held the following year.

<u>Elected Office</u>	<u>Term</u>	<u>Elected</u>
President-elect	1 yr	annually
Secretary	2 yrs	biennially
Treasurer	2 yrs	biennially
Bibliographer	2 yrs	biennially
1 At-Large Member of Board of Governors	4 yrs	annually

<u>Milestones</u>	<u>Ideal Dates</u>	<u>Final Dates</u>
Committee appointed at Annual Meeting	Apr/May	Feb 15
Committee begins/nominees selected	Jun 1	Dec 15
Election publicized in Journal (submitted)	Dec 15	Jan 15
Ballots prepared and mailed	Mar 1	Mar 15
Ballots returned and counted	Apr 1	Apr 15
President notified	Apr 15	May 1
Results publicized in Journal (submitted)	May 1	Jun 1

Above dates are predicated on the Aerospace Medical Association Annual Scientific Meeting taking place in mid-May. Dates should be adjusted if the Aerospace Medical Association Annual Scientific Meeting is earlier or later in any given year.

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Section 3. Society Officer Duties.

President: The President shall develop the agenda for and chair the annual meetings of the Society. The President shall chair the Board of Governors and is empowered to call Board of Governors special meetings. The President shall appoint three members of the Society to the Nominations Committee, which will be supplemented by the Immediate Past President and 1-year removed Past President, and shall appoint all standing committees and any special committees at his discretion. In the event that the President-elect is unable to succeed the President, the President shall continue in office for a second term, if able and willing. Otherwise, the senior member in terms of service on the Board of Governors shall be designated Chairman pro tempore and preside over the Society until a new President-elect is elected.

President-Elect: The President-elect shall serve as President in Society activities in the President's absence and complete the term of office of the President in the event that the President is unable to complete the term for which he/she was elected.

Secretary: The Secretary shall prepare the minutes for all Society meetings. The minutes shall be made available to the general membership by the Secretary by the next appropriate meeting. The Secretary shall deal with all Society correspondence, as directed by the President. The Secretary will maintain copies of all Society correspondence during the Secretary's current tenure. At the close of the elected term of office, the Secretary will direct all past Society correspondence to the Society Bibliographer.

Treasurer: The Treasurer shall be responsible for the financial accounting for the Society and shall be authorized to disburse such funds as directed by the President of the Society for normal operating expenses. The financial accounting will be kept current using accepted procedures and will be made available to any Society member upon a formal written request. The Treasurer will prepare a formal, detailed financial report of the Society, which will be presented orally and defended by the Treasurer at the Society's Annual Board of Governors Meeting. The Treasurer will serve as the membership chair. In this capacity, the Treasurer will solicit all membership dues, notify any members who are delinquent on dues, and receive and process membership applications. The Treasurer will maintain current membership records and will act as authorized in Article VII of these By-Laws.

Bibliographer: The Bibliographer will maintain all of the Society's historical files in an accepted order. These files will be composed of Society correspondence received from the Society Secretary, all annual written Society committee reports and copies of all published material pertinent to the Society which appears in print (primarily in *Aviation, Space, and Environmental Medicine*). In the absence of the Secretary, the Bibliographer shall prepare the minutes of the annual meetings of the Society.

Board of Governors At-Large Members: Each At-Large member should attend and participate in the annual and any special meetings of the Society Board of Governors as directed in Article V of these By-Laws.

ARTICLE V: BOARD OF GOVERNORS

Section 1. Board Members. The interim governing body of the Society shall be a Board of Governors which shall consist of eleven (11) voting members. The membership shall consist of the President of the Society, who shall serve as Chairman of the Board, the Secretary of the Society, who shall serve as Recorder for the Board, the Treasurer, the President-elect, the Bibliographer, the two immediate past presidents of the Society, and the four at-large members.

Section 2. Authority. The Board of Governors shall be empowered to transact business in the name of the Society between the Annual and Special Meetings of the Society. It shall not financially obligate the Society in any manner that will require increased dues or assessments. A two-thirds vote by the Board of Governors shall be required for the expenditure of more than twenty-five percent of the unobligated funds in the society treasury. A quorum for the Board of Governors shall consist of a minimum of six Board members.

Section 3. Meetings. The Board of Governors shall meet annually, generally in conjunction with the Annual Scientific Meeting of the Aerospace Medical Association. It shall formulate and make recommendations to the Society for consideration and action. Special meetings of the Board of Governors may be called at the discretion of the President of the Society or by written request by four or more members of the Board of Governors.

Section 4. Presiding Officer. In the event both the President and President-elect are unable to function or complete their terms of office, the senior member in terms of service on the Board of Governors shall be designated Chairman pro tem. In the absence of the Secretary, a report of the proceedings will be prepared by the Bibliographer or someone designated by the presiding officer of the Board of Governors meeting.

ARTICLE VI: MEETINGS. The Society shall meet annually (Annual Business Meeting) at the time and place of the Annual Scientific Meeting of the Aerospace Medical Association. Special meetings of the Society shall be convened upon submission of a written request signed by one-fourth of the active membership of the Society to the Board of Governors. Any special meeting of the Society shall require that all members be notified in writing as to the time and place of the meeting at least thirty (30) days prior to the scheduled date of the meeting. A quorum at any duly convened meeting of the Society shall consist of the number of members present at the meeting. Impromptu “virtual” meetings, via internet or e-mail, are allowed.

ARTICLE VII: DUES AND FINANCES. Annual membership dues shall be set by the Board of Governors of the Society with the approval of the general membership by majority vote of those members present at the Society’s Annual Business Meeting. These funds shall be used only for meeting the normal financial and administrative obligations of the Society. Further assessment of the membership shall be by majority vote of those members present at the Society’s Annual Business Meeting. Annual dues shall be payable to and collected by the Treasurer at the beginning of each calendar year. Any member who has not paid dues for two successive years shall be duly notified by the Treasurer by mail or e-mail and will be expelled from the membership rolls after the next Annual Business Meeting, as determined by the Chairman of the Membership Committee.

ARTICLE VIII: COMMITTEES. A Nominations Committee of five members will be appointed as outlined in Appendix A. Guidelines for the Nominations Committee appear in Appendix A. The chairman of the Nominations Committee is requested to follow these instructions closely. The chairman of the Membership Committee will function as outlined in Article III, Section 2 and Article VII of these By-Laws. In accordance with Article IV, Section 3 of these By-Laws, an Awards Committee of at least three members, including committee Chair, all appointed by the Society President, will manage the nomination for and the bestowal of Society awards, including the Paul Bert Award, the Wiley Post Award, and the Fred A. Hitchcock Award. The Partnership in Education Award sponsored by the Society will be managed by a separate committee. Specific procedural guidance for the Society’s Awards Committee and the Partnership in Education Award Committee will be reviewed and approved by the Society's Board of Governors. Other standing and special (ad hoc) committees shall be appointed at the discretion of the Society President.

ARTICLE IX: RULES OF ORDER. The rules contained in Robert's Rules of Order, Revised, shall govern the Society in all cases to which they are applicable and consistent with the By-Laws or special rules of order of the Society.

ARTICLE X: AMENDMENTS. These By-laws may be amended at the Annual Business Meeting of the Society, by a two-thirds vote of the general membership in attendance or by a two-thirds vote of respondents on amendment ballots mailed to the general membership at least 30 days prior to the Annual Business Meeting.

★★★ effective upon vote of acceptance by two thirds of the general membership in attendance at the Annual Business Meeting of 2006 ★★★

APPENDIX A: NOMINATIONS COMMITTEE

Purpose. The purpose of the Nominations Committee shall be to place in nomination a minimum of two candidates for each of the offices that expire at the end of the current year and direct the balloting process of the general membership in electing the Society officers.

Composition. The Nominations Committee shall be composed of 5 members. Two members shall be appointed herein as standing members, by position, and the other three members shall be appointed by the incumbent President. The committee chair shall be the outgoing President for the following year's election. The prior past President shall be included as a committee member. The composition of the committee shall attempt to represent a cross-section of the constituency of the organization, i.e., representatives from the different military organizations (Army, Navy, Air Force, etc.) and civilian organizations (government, industry, and academia).

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- a) A list of qualifications for each nominee.
- b) Approval obtained from each nominee to verify willingness to accept the Office if elected.

The above information will be provided to the Chairman within 14 days after receipt of the request from the Chairman. The Chairman, upon receiving the information, will arrange the nominees for each office in alphabetical order, along with a one paragraph biography in preparation for posting on the Society web page, and will forward this ballot information to the Webmaster for posting on the internet for election.

Election by internet: The Chairman will prepare a ballot and send it to the Secretary for filing and to the Society Webmaster for posting. The Webmaster will create an on-line ballot to be used by members in good standing according to Article VII of the By-laws. The on-line ballot will allow write-in candidates for each position. The election will be publicized in the Journal. Election results will be reported to the Chairman no later than 7 days before the Aerospace Medical Association Annual Scientific Meeting. He/she will report the results at the Society luncheon meeting. Results will also be submitted for publication in the Journal. In the event that an on-line election is technically infeasible for whatever reason, election by mail will be used.

Election by mail: The Chairman will prepare a ballot and send it to the Secretary to be mailed to those members in good standing according to Article VII of the By-laws. The ballot will allow write-in candidates for each position. The members should receive the ballot no less than 30 days prior to the Aerospace Medical Association Annual Scientific Meeting. The election will be publicized in the Journal. Completed ballots will be sent directly to the Chairman no later than 7 days before the Aerospace Medical Association Annual Scientific Meeting. He/she will count them and report the results at the Society luncheon meeting. Results will also be submitted for publication in the Journal.

In the event of a tie, a secret ballot will be held by a quorum of the Board of Governors at the Annual Board of Governors Meeting. If, for any reason, the validity of the election of officers is questioned, for reasons outside the scope of this appendix, the Board may nullify the election results and direct the Committee chair to re-do the election process, correcting the deficiency which led to the nullification of the election. If during the re-election process, there is a tie for any office, except the at-large member, the Board of Governors will hold a secret election to determine the results. In the event of a tie for the at-large member position, both candidates may be accepted, and no election held the following year.

<u>Elected Office</u>	<u>Term</u>	<u>Elected</u>
President-elect	1 yr	annually
Secretary	2 yrs	biennially
Treasurer	2 yrs	biennially
Bibliographer	2 yrs	biennially
1 At-Large Member of Board of Governors	4 yrs	annually

<u>Milestones</u>	<u>Ideal Dates</u>	<u>Final Dates</u>
Committee appointed at Annual Meeting	Apr/May	Feb 15
Committee begins/nominees selected	Jun 1	Dec 15
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Ballots prepared and mailed	Mar 1	Mar 15
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President notified	Apr 15	May 1
Results publicized in Journal (submitted)	May 1	Jun 1

Above dates are predicated on the Aerospace Medical Association Annual Scientific Meeting taking place in mid-May. Dates should be adjusted if the Aerospace Medical Association Annual Scientific Meeting is earlier or later in any given year.

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ARTICLE III: MEMBERSHIP

Section 1. Membership Qualification. Membership in the Society shall consist of and is open to all those, without any discrimination, who are members in good standing in the Aerospace Medical Association and who demonstrate genuine interest in aerospace physiology, consistent with Article II, Paragraph A.

Section 2. Membership Application. An applicant for membership will submit an approved membership application in writing to any officer of the Society. Standard Society membership applications can be downloaded from the Society's website or provided by members of the Society. After verification of the applicant's qualifications and after payment of dues to the Treasurer of the Society, the applicant will be notified by the Treasurer of his acceptance into Society membership. The names of the new members accepted during the year will be announced by the Chairman of the Membership Committee at the next Board of Governor's meeting and at the Society's Annual Business Meeting.

Section 3. Expulsion of Members. Provisions for expulsion of members of this Society shall be identical to those employed by the Aerospace Medical Association, and any member expelled from the Aerospace Medical Association will no longer be considered a member of this Society. In addition, members will be expelled from this Society specifically for delinquent dues, as specified in Article VII of these By-Laws.

ARTICLE IV: OFFICERS

Section 1. Elected Offices: Any member of the Society in compliance with Article III of these By-Laws is eligible for any elected office in the Society. Officers in the Society shall consist of President, President-elect, Secretary, Treasurer, Bibliographer and four at-large members of the Board of Governors. Except for the president, these officers will be elected by the Society general membership. The President-elect automatically assumes the position of President upon the President's completion of term. The President and President-elect shall hold office for one year. The Secretary, Treasurer and Bibliographer shall hold office for two years, and at-large members of the Board of Governors shall hold office for four years. One at-large member of the Board of Governors shall be elected each year. The President and President-elect are not eligible for re-election to those offices. Except for the President, officers shall be elected by internet or mail ballot, as detailed in Appendix A to these By-Laws, and shall be announced at the Society's Annual Business Meeting. The duties of the officers shall be those in accordance with the accepted rules of order, including those duties specified in this Article, Section 3. The Society President will appoint a replacement for any vacated office. The replacement must not be serving in another office in the Board of Governors and must be a member of the Society in good standing, who is willing to serve the remainder of the term of office for which he has been appointed or until the next year's election of officers, according to the tenure of the office to which he/she is appointed, and consistent with the desires of the appointed replacement officer.

Section 2. Nomination and Election of Officers: A nominations committee, consisting of five (5) members of the Society who are representative of the general membership of the Society, shall be appointed in accordance with Appendix A for the purpose of nominating members of the Society for elected offices of the Society. A minimum of two names will be nominated for each office. Officers shall be elected by internet or mail ballot not later than 30 days prior to the Aerospace Medical Association Annual Scientific Meeting. Write-in candidates on the internet or mail ballots by the general membership will be accepted, in addition to those names presented by the nominations committee. The election of officers for the succeeding year shall be made by a plurality of those voting. The President-Elect shall assume the Presidency of the Society at the conclusion of the Society luncheon. The other officers elected shall take office at the conclusion of the Aerospace Medical Association Annual Scientific Meeting. No candidate for office shall be nominated who has not first consented to serve if elected.

Section 3. Society Officer Duties.

President: The President shall develop the agenda for and chair the annual meetings of the Society. The President shall chair the Board of Governors and is empowered to call Board of Governors special meetings. The President shall appoint three members of the Society to the Nominations Committee, which will be supplemented by the Immediate Past President and 1-year removed Past President, and shall appoint all standing committees and any special committees at his discretion. In the event that the President-elect is unable to succeed the President, the President shall continue in office for a second term, if able and willing. Otherwise, the senior member in terms of service on the Board of Governors shall be designated Chairman pro tempore and preside over the Society until a new President-elect is elected.

President-Elect: The President-elect shall serve as President in Society activities in the President's absence and complete the term of office of the President in the event that the President is unable to complete the term for which he/she was elected.

Secretary: The Secretary shall prepare the minutes for all Society meetings. The minutes shall be made available to the general membership by the Secretary by the next appropriate meeting. The Secretary shall deal with all Society correspondence, as directed by the President. The Secretary will maintain copies of all Society correspondence during the Secretary's current tenure. At the close of the elected term of office, the Secretary will direct all past Society correspondence to the Society Bibliographer.

Treasurer: The Treasurer shall be responsible for the financial accounting for the Society and shall be authorized to disburse such funds as directed by the President of the Society for normal operating expenses. The financial accounting will be kept current using accepted procedures and will be made available to any Society member upon a formal written request. The Treasurer will prepare a formal, detailed financial report of the Society, which will be presented orally and defended by the Treasurer at the Society's Annual Board of Governors Meeting. The Treasurer will serve as the membership chair. In this capacity, the Treasurer will solicit all membership dues, notify any members who are delinquent on dues, and receive and process membership applications. The Treasurer will maintain current membership records and will act as authorized in Article VII of these By-Laws.

Bibliographer: The Bibliographer will maintain all of the Society's historical files in an accepted order. These files will be composed of Society correspondence received from the Society Secretary, all annual written Society committee reports and copies of all published material pertinent to the Society which appears in print (primarily in *Aviation, Space, and Environmental Medicine*). In the absence of the Secretary, the Bibliographer shall prepare the minutes of the annual meetings of the Society.

Board of Governors At-Large Members: Each At-Large member should attend and participate in the annual and any special meetings of the Society Board of Governors as directed in Article V of these By-Laws.

ARTICLE V: BOARD OF GOVERNORS

Section 1. Board Members. The interim governing body of the Society shall be a Board of Governors which shall consist of eleven (11) voting members. The membership shall consist of the President of the Society, who shall serve as Chairman of the Board, the Secretary of the Society, who shall serve as Recorder for the Board, the Treasurer, the President-elect, the Bibliographer, the two immediate past presidents of the Society, and the four at-large members.

Section 2. Authority. The Board of Governors shall be empowered to transact business in the name of the Society between the Annual and Special Meetings of the Society. It shall not financially obligate the Society in any manner that will require increased dues or assessments. A two-thirds vote by the Board of Governors shall be required for the expenditure of more than twenty-five percent of the unobligated funds in the society treasury. A quorum for the Board of Governors shall consist of a minimum of six Board members.

Section 3. Meetings. The Board of Governors shall meet annually, generally in conjunction with the Annual Scientific Meeting of the Aerospace Medical Association. It shall formulate and make recommendations to the Society for consideration and action. Special meetings of the Board of Governors may be called at the discretion of the President of the Society or by written request by four or more members of the Board of Governors.

Section 4. Presiding Officer. In the event both the President and President-elect are unable to function or complete their terms of office, the senior member in terms of service on the Board of Governors shall be designated Chairman pro tem. In the absence of the Secretary, a report of the proceedings will be prepared by the Bibliographer or someone designated by the presiding officer of the Board of Governors meeting.

ARTICLE VI: MEETINGS. The Society shall meet annually (Annual Business Meeting) at the time and place of the Annual Scientific Meeting of the Aerospace Medical Association. Special meetings of the Society shall be convened upon submission of a written request signed by one-fourth of the active membership of the Society to the Board of Governors. Any special meeting of the Society shall require that all members be notified in writing as to the time and place of the meeting at least thirty (30) days prior to the scheduled date of the meeting. A quorum at any duly convened meeting of the Society shall consist of the number of members present at the meeting. Impromptu “virtual” meetings, via internet or e-mail, are allowed.

ARTICLE VII: DUES AND FINANCES. Annual membership dues shall be set by the Board of Governors of the Society with the approval of the general membership by majority vote of those members present at the Society’s Annual Business Meeting. These funds shall be used only for meeting the normal financial and administrative obligations of the Society. Further assessment of the membership shall be by majority vote of those members present at the Society’s Annual Business Meeting. Annual dues shall be payable to and collected by the Treasurer at the beginning of each calendar year. Any member who has not paid dues for two successive years shall be duly notified by the Treasurer by mail or e-mail and will be expelled from the membership rolls after the next Annual Business Meeting, as determined by the Chairman of the Membership Committee.

ARTICLE VIII: COMMITTEES. A Nominations Committee of five members will be appointed as outlined in Appendix A. Guidelines for the Nominations Committee appear in Appendix A. The chairman of the Nominations Committee is requested to follow these instructions closely. The chairman of the Membership Committee will function as outlined in Article III, Section 2 and Article VII of these By-Laws. In accordance with Article IV, Section 3 of these By-Laws, an Awards Committee of at least three members, including committee Chair, all appointed by the Society President, will manage the nomination for and the bestowal of Society awards, including the Paul Bert Award, the Wiley Post Award, and the Fred A. Hitchcock Award. The Partnership in Education Award sponsored by the Society will be managed by a separate committee. Specific procedural guidance for the Society’s Awards Committee and the Partnership in Education Award Committee will be reviewed and approved by the Society's Board of Governors. Other standing and special (ad hoc) committees shall be appointed at the discretion of the Society President.

ARTICLE IX: RULES OF ORDER. The rules contained in Robert's Rules of Order, Revised, shall govern the Society in all cases to which they are applicable and consistent with the By-Laws or special rules of order of the Society.

ARTICLE X: AMENDMENTS. These By-laws may be amended at the Annual Business Meeting of the Society, by a two-thirds vote of the general membership in attendance or by a two-thirds vote of respondents on amendment ballots mailed to the general membership at least 30 days prior to the Annual Business Meeting.

★★★ effective upon vote of acceptance by two thirds of the general membership in attendance at the Annual Business Meeting of 2006 ★★★

APPENDIX A: NOMINATIONS COMMITTEE

Purpose. The purpose of the Nominations Committee shall be to place in nomination a minimum of two candidates for each of the offices that expire at the end of the current year and direct the balloting process of the general membership in electing the Society officers.

Composition. The Nominations Committee shall be composed of 5 members. Two members shall be appointed herein as standing members, by position, and the other three members shall be appointed by the incumbent President. The committee chair shall be the outgoing President for the following year's election. The prior past President shall be included as a committee member. The composition of the committee shall attempt to represent a cross-section of the constituency of the organization, i.e., representatives from the different military organizations (Army, Navy, Air Force, etc.) and civilian organizations (government, industry, and academia).

Nominees Selection Procedures. The Chairman of the Nominations Committee will request at least two nominations from the committee for each available office, with the following information:

- a) A list of qualifications for each nominee.
- b) Approval obtained from each nominee to verify willingness to accept the Office if elected.

The above information will be provided to the Chairman within 14 days after receipt of the request from the Chairman. The Chairman, upon receiving the information, will arrange the nominees for each office in alphabetical order, along with a one paragraph biography in preparation for posting on the Society web page, and will forward this ballot information to the Webmaster for posting on the internet for election.

Election by internet: The Chairman will prepare a ballot and send it to the Secretary for filing and to the Society Webmaster for posting. The Webmaster will create an on-line ballot to be used by members in good standing according to Article VII of the By-laws. The on-line ballot will allow write-in candidates for each position. The election will be publicized in the Journal. Election results will be reported to the Chairman no later than 7 days before the Aerospace Medical Association Annual Scientific Meeting. He/she will report the results at the Society luncheon meeting. Results will also be submitted for publication in the Journal. In the event that an on-line election is technically infeasible for whatever reason, election by mail will be used.

Election by mail: The Chairman will prepare a ballot and send it to the Secretary to be mailed to those members in good standing according to Article VII of the By-laws. The ballot will allow write-in candidates for each position. The members should receive the ballot no less than 30 days prior to the Aerospace Medical Association Annual Scientific Meeting. The election will be publicized in the Journal. Completed ballots will be sent directly to the Chairman no later than 7 days before the Aerospace Medical Association Annual Scientific Meeting. He/she will count them and report the results at the Society luncheon meeting. Results will also be submitted for publication in the Journal.

In the event of a tie, a secret ballot will be held by a quorum of the Board of Governors at the Annual Board of Governors Meeting. If, for any reason, the validity of the election of officers is questioned, for reasons outside the scope of this appendix, the Board may nullify the election results and direct the Committee chair to re-do the election process, correcting the deficiency which led to the nullification of the election. If during the re-election process, there is a tie for any office, except the at-large member, the Board of Governors will hold a secret election to determine the results. In the event of a tie for the at-large member position, both candidates may be accepted, and no election held the following year.

<u>Elected Office</u>	<u>Term</u>	<u>Elected</u>
President-elect	1 yr	annually
Secretary	2 yrs	biennially
Treasurer	2 yrs	biennially
Bibliographer	2 yrs	biennially
1 At-Large Member of Board of Governors	4 yrs	annually

<u>Milestones</u>	<u>Ideal Dates</u>	<u>Final Dates</u>
Committee appointed at Annual Meeting	Apr/May	Feb 15
Committee begins/nominees selected	Jun 1	Dec 15
Election publicized in Journal (submitted)	Dec 15	Jan 15
Ballots prepared and mailed	Mar 1	Mar 15
Ballots returned and counted	Apr 1	Apr 15
President notified	Apr 15	May 1
Results publicized in Journal (submitted)	May 1	Jun 1

Above dates are predicated on the Aerospace Medical Association Annual Scientific Meeting taking place in mid-May. Dates should be adjusted if the Aerospace Medical Association Annual Scientific Meeting is earlier or later in any given year.

**BY-LAWS
OF
THE AEROSPACE PHYSIOLOGY SOCIETY OF THE AEROSPACE MEDICAL ASSOCIATION
(May2008)**

ARTICLE I: NAME AND HEADQUARTERS. The NAME of this constituent of the Aerospace Medical Association shall be: The *AEROSPACE PHYSIOLOGY SOCIETY OF THE AEROSPACE MEDICAL ASSOCIATION*, herein known as the Society, with headquarters located at the office of the incumbent Treasurer of the Society.

ARTICLE II: OBJECTIVES AND PURPOSES. The objectives and purposes of this Society shall be:

- A. To encourage, promote, and advance the science and practice of aerospace physiology by:
 - 1. Establishing and maintaining cooperation between aerospace physiology and other scientific disciplines;
 - 2. Stimulating and accomplishing physiological investigation, studying, and disseminating pertinent knowledge and information, through teaching and participation in scientific and technical meetings.
- B. To enhance the professional stature of aerospace physiology within the Aerospace Medical Association.
- C. To provide a single, unified voice within the Aerospace Medical Association to present the views of the Society.

ARTICLE III: MEMBERSHIP

Section 1. Membership Qualification. Membership in the Society shall consist of and is open to all those, without any discrimination, who are members in good standing in the Aerospace Medical Association and who demonstrate genuine interest in aerospace physiology, consistent with Article II, Paragraph A.

Section 2. Membership Application. An applicant for membership will submit an approved membership application in writing to any officer of the Society. Standard Society membership applications can be downloaded from the Society's website or provided by members of the Society. After verification of the applicant's qualifications and after payment of dues to the Treasurer of the Society, the applicant will be notified by the Treasurer of his acceptance into Society membership. The names of the new members accepted during the year will be announced by the Chairman of the Membership Committee at the next Board of Governor's meeting and at the Society's Annual Business Meeting.

Section 3. Expulsion of Members. Provisions for expulsion of members of this Society shall be identical to those employed by the Aerospace Medical Association, and any member expelled from the Aerospace Medical Association will no longer be considered a member of this Society. In addition, members will be expelled from this Society specifically for delinquent dues, as specified in Article VII of these By-Laws.

ARTICLE IV: OFFICERS

Section 1. Elected Offices: Any member of the Society in compliance with Article III of these By-Laws is eligible for any elected office in the Society. Officers in the Society shall consist of President, President-elect, Secretary, Treasurer, Bibliographer and four at-large members of the Board of Governors. Except for the president, these officers will be elected by the Society general membership. The President-elect automatically assumes the position of President upon the President's completion of term. The President and President-elect shall hold office for one year. The Secretary, Treasurer and Bibliographer shall hold office for two years, and at-large members of the Board of Governors shall hold office for four years. One at-large member of the Board of Governors shall be elected each year. The President and President-elect are not eligible for re-election to those offices. Except for the President, officers shall be elected by internet or mail ballot, as detailed in Appendix A to these By-Laws, and shall be announced at the Society's Annual Business Meeting. The duties of the officers shall be those in accordance with the accepted rules of order, including those duties specified in this Article, Section 3. The Society President will appoint a replacement for any vacated office. The replacement must not be serving in another office in the Board of Governors and must be a member of the Society in good standing, who is willing to serve the remainder of the term of office for which he has been appointed or until the next year's election of officers, according to the tenure of the office to which he/she is appointed, and consistent with the desires of the appointed replacement officer.

Section 2. Nomination and Election of Officers: A nominations committee, consisting of five (5) members of the Society who are representative of the general membership of the Society, shall be appointed in accordance with Appendix A for the purpose of nominating members of the Society for elected offices of the Society. A minimum of two names will be nominated for each office. Officers shall be elected by internet or mail ballot not later than 30 days prior to the Aerospace Medical Association Annual Scientific Meeting. Write-in candidates on the internet or mail ballots by the general membership will be accepted, in addition to those names presented by the nominations committee. The election of officers for the succeeding year shall be made by a plurality of those voting. The President-Elect shall assume the Presidency of the Society at the conclusion of the Society luncheon. The other officers elected shall take office at the conclusion of the Aerospace Medical Association Annual Scientific Meeting. No candidate for office shall be nominated who has not first consented to serve if elected.

Section 3. Society Officer Duties.

President: The President shall develop the agenda for and chair the annual meetings of the Society. The President shall chair the Board of Governors and is empowered to call Board of Governors special meetings. The President shall appoint three members of the Society to the Nominations Committee, which will be supplemented by the Immediate Past President and 1-year removed Past President, and shall appoint all standing committees and any special committees at his discretion. In the event that the President-elect is unable to succeed the President, the President shall continue in office for a second term, if able and willing. Otherwise, the senior member in terms of service on the Board of Governors shall be designated Chairman pro tempore and preside over the Society until a new President-elect is elected.

President-Elect: The President-elect shall serve as President in Society activities in the President's absence and complete the term of office of the President in the event that the President is unable to complete the term for which he/she was elected.

Secretary: The Secretary shall prepare the minutes for all Society meetings. The minutes shall be made available to the general membership by the Secretary by the next appropriate meeting. The Secretary shall deal with all Society correspondence, as directed by the President. The Secretary will maintain copies of all Society correspondence during the Secretary's current tenure. At the close of the elected term of office, the Secretary will direct all past Society correspondence to the Society Bibliographer.

Treasurer: The Treasurer shall be responsible for the financial accounting for the Society and shall be authorized to disburse such funds as directed by the President of the Society for normal operating expenses. The financial accounting will be kept current using accepted procedures and will be made available to any Society member upon a formal written request. The Treasurer will prepare a formal, detailed financial report of the Society, which will be presented orally and defended by the Treasurer at the Society's Annual Board of Governors Meeting. The Treasurer will serve as the membership chair. In this capacity, the Treasurer will solicit all membership dues, notify any members who are delinquent on dues, and receive and process membership applications. The Treasurer will maintain current membership records and will act as authorized in Article VII of these By-Laws.

Bibliographer: The Bibliographer will maintain all of the Society's historical files in an accepted order. These files will be composed of Society correspondence received from the Society Secretary, all annual written Society committee reports and copies of all published material pertinent to the Society which appears in print (primarily in *Aviation, Space, and Environmental Medicine*). In the absence of the Secretary, the Bibliographer shall prepare the minutes of the annual meetings of the Society.

Board of Governors At-Large Members: Each At-Large member should attend and participate in the annual and any special meetings of the Society Board of Governors as directed in Article V of these By-Laws.

ARTICLE V: BOARD OF GOVERNORS

Section 1. Board Members. The interim governing body of the Society shall be a Board of Governors which shall consist of eleven (11) voting members. The membership shall consist of the President of the Society, who shall serve as Chairman of the Board, the Secretary of the Society, who shall serve as Recorder for the Board, the Treasurer, the President-elect, the Bibliographer, the two immediate past presidents of the Society, and the four at-large members.

Section 2. Authority. The Board of Governors shall be empowered to transact business in the name of the Society between the Annual and Special Meetings of the Society. It shall not financially obligate the Society in any manner that will require increased dues or assessments. A two-thirds vote by the Board of Governors shall be required for the expenditure of more than twenty-five percent of the unobligated funds in the society treasury. A quorum for the Board of Governors shall consist of a minimum of six Board members.

Section 3. Meetings. The Board of Governors shall meet annually, generally in conjunction with the Annual Scientific Meeting of the Aerospace Medical Association. It shall formulate and make recommendations to the Society for consideration and action. Special meetings of the Board of Governors may be called at the discretion of the President of the Society or by written request by four or more members of the Board of Governors.

Section 4. Presiding Officer. In the event both the President and President-elect are unable to function or complete their terms of office, the senior member in terms of service on the Board of Governors shall be designated Chairman pro tem. In the absence of the Secretary, a report of the proceedings will be prepared by the Bibliographer or someone designated by the presiding officer of the Board of Governors meeting.

ARTICLE VI: MEETINGS. The Society shall meet annually (Annual Business Meeting) at the time and place of the Annual Scientific Meeting of the Aerospace Medical Association. Special meetings of the Society shall be convened upon submission of a written request signed by one-fourth of the active membership of the Society to the Board of Governors. Any special meeting of the Society shall require that all members be notified in writing as to the time and place of the meeting at least thirty (30) days prior to the scheduled date of the meeting. A quorum at any duly convened meeting of the Society shall consist of the number of members present at the meeting. Impromptu “virtual” meetings, via internet or e-mail, are allowed.

ARTICLE VII: DUES AND FINANCES. Annual membership dues shall be set by the Board of Governors of the Society with the approval of the general membership by majority vote of those members present at the Society’s Annual Business Meeting. These funds shall be used only for meeting the normal financial and administrative obligations of the Society. Further assessment of the membership shall be by majority vote of those members present at the Society’s Annual Business Meeting. Annual dues shall be payable to and collected by the Treasurer at the beginning of each calendar year. Any member who has not paid dues for two successive years shall be duly notified by the Treasurer by mail or e-mail and will be expelled from the membership rolls after the next Annual Business Meeting, as determined by the Chairman of the Membership Committee.

ARTICLE VIII: COMMITTEES. A Nominations Committee of five members will be appointed as outlined in Appendix A. Guidelines for the Nominations Committee appear in Appendix A. The chairman of the Nominations Committee is requested to follow these instructions closely. The chairman of the Membership Committee will function as outlined in Article III, Section 2 and Article VII of these By-Laws. In accordance with Article IV, Section 3 of these By-Laws, an Awards Committee of at least three members, including committee Chair, all appointed by the Society President, will manage the nomination for and the bestowal of Society awards, including the Paul Bert Award, the Wiley Post Award, and the Fred A. Hitchcock Award. The Partnership in Education Award sponsored by the Society will be managed by a separate committee. Specific procedural guidance for the Society’s Awards Committee and the Partnership in Education Award Committee will be reviewed and approved by the Society's Board of Governors. Other standing and special (ad hoc) committees shall be appointed at the discretion of the Society President.

ARTICLE IX: RULES OF ORDER. The rules contained in Robert's Rules of Order, Revised, shall govern the Society in all cases to which they are applicable and consistent with the By-Laws or special rules of order of the Society.

ARTICLE X: AMENDMENTS. These By-laws may be amended at the Annual Business Meeting of the Society, by a two-thirds vote of the general membership in attendance or by a two-thirds vote of respondents on amendment ballots mailed to the general membership at least 30 days prior to the Annual Business Meeting.

★★★ effective upon vote of acceptance by two thirds of the general membership in attendance at the Annual
Business Meeting of 2006 ★★★

APPENDIX A: NOMINATIONS COMMITTEE

Purpose. The purpose of the Nominations Committee shall be to place in nomination a minimum of two candidates for each of the offices that expire at the end of the current year and direct the balloting process of the general membership in electing the Society officers.

Composition. The Nominations Committee shall be composed of 5 members. Two members shall be appointed herein as standing members, by position, and the other three members shall be appointed by the incumbent President. The committee chair shall be the outgoing President for the following year's election. The prior past President shall be included as a committee member. The composition of the committee shall attempt to represent a cross-section of the constituency of the organization, i.e., representatives from the different military organizations (Army, Navy, Air Force, etc.) and civilian organizations (government, industry, and academia).

Nominees Selection Procedures. The Chairman of the Nominations Committee will request at least two nominations from the committee for each available office, with the following information:

- a) A list of qualifications for each nominee.
- b) Approval obtained from each nominee to verify willingness to accept the Office if elected.

The above information will be provided to the Chairman within 14 days after receipt of the request from the Chairman. The Chairman, upon receiving the information, will arrange the nominees for each office in alphabetical order, along with a one paragraph biography in preparation for posting on the Society web page, and will forward this ballot information to the Webmaster for posting on the internet for election.

Election by internet: The Chairman will prepare a ballot and send it to the Secretary for filing and to the Society Webmaster for posting. The Webmaster will create an on-line ballot to be used by members in good standing according to Article VII of the By-laws. The on-line ballot will allow write-in candidates for each position. The election will be publicized in the Journal. Election results will be reported to the Chairman no later than 7 days before the Aerospace Medical Association Annual Scientific Meeting. He/she will report the results at the Society luncheon meeting. Results will also be submitted for publication in the Journal. In the event that an on-line election is technically infeasible for whatever reason, election by mail will be used.

Election by mail: The Chairman will prepare a ballot and send it to the Secretary to be mailed to those members in good standing according to Article VII of the By-laws. The ballot will allow write-in candidates for each position. The members should receive the ballot no less than 30 days prior to the Aerospace Medical Association Annual Scientific Meeting. The election will be publicized in the Journal. Completed ballots will be sent directly to the Chairman no later than 7 days before the Aerospace Medical Association Annual Scientific Meeting. He/she will count them and report the results at the Society luncheon meeting. Results will also be submitted for publication in the Journal.

In the event of a tie, a secret ballot will be held by a quorum of the Board of Governors at the Annual Board of Governors Meeting. If, for any reason, the validity of the election of officers is questioned, for reasons outside the scope of this appendix, the Board may nullify the election results and direct the Committee chair to re-do the election process, correcting the deficiency which led to the nullification of the election. If during the re-election process, there is a tie for any office, except the at-large member, the Board of Governors will hold a secret election to determine the results. In the event of a tie for the at-large member position, both candidates may be accepted, and no election held the following year.

<u>Elected Office</u>	<u>Term</u>	<u>Elected</u>
President-elect	1 yr	annually
Secretary	2 yrs	biennially
Treasurer	2 yrs	biennially
Bibliographer	2 yrs	biennially
1 At-Large Member of Board of Governors	4 yrs	annually

<u>Milestones</u>	<u>Ideal Dates</u>	<u>Final Dates</u>
Committee appointed at Annual Meeting	Apr/May	Feb 15
Committee begins/nominees selected	Jun 1	Dec 15
Election publicized in Journal (submitted)	Dec 15	Jan 15
Ballots prepared and mailed	Mar 1	Mar 15
Ballots returned and counted	Apr 1	Apr 15
President notified	Apr 15	May 1
Results publicized in Journal (submitted)	May 1	Jun 1

Above dates are predicated on the Aerospace Medical Association Annual Scientific Meeting taking place in mid-May. Dates should be adjusted if the Aerospace Medical Association Annual Scientific Meeting is earlier or later in any given year.