

**INTERNATIONAL ACADEMY OF AVIATION AND SPACE MEDICINE
INCORPORATED**

BY-LAWS

TABLE OF CONTENTS

	Page
ARTICLE I: MEMBERSHIP	1
Section 1: COMPOSITION, CATEGORIES, QUALIFICATION AND ELECTION	1
A Composition	1
B Member	1
C Associate Membership	4
D Affiliate Membership	5
E Election to Membership	5
F Retired Member	6
G Emeritus Member	7
H Honorary Member	7
I Corporate Member	8
J Withdrawal	8
Section 2: TERMINATION OF MEMBERSHIP	8
ARTICLE II OFFICERS	9
Section 1 ELECTED OFFICERS	9
Section 2 APPOINTED OFFICERS	9
Section 3 TERMS OF OFFICE A-C	9
D The President	10
E President-Elect	10
F Directors	10
G The Chancellor and Selectors	10

	H	Chairs and Members of the Scholarship, Scientific and Corporate Members Committees	11
	I	The Secretary General	11
	J	The Deputy Secretary General	11
Section 4		DUTIES	11
	A	President	11
	B	President-Elect	12
	C	Directors	12
	D	Chancellor	12
	E	Selectors	13
	F	Secretary General	13
	G	Deputy Secretary General	14
ARTICLE III		ORGANIZATIONAL BODIES	14
Section 1		THE COUNCIL	14
	A	Membership	14
	B	Powers	14
Section 2		THE GENERAL ASSEMBLY	15
	A	Membership	15
	B	Powers	16
	C	Resolutions	16
ARTICLE IV		ELECTIONS	16
ARTICLE V		COMMITTEES	16
Section 1		STANDING COMMITTEES	16
	A	Committee of Selectors	17
	B	Nominating Committee	17
	C	Scholarship Committee	18
	D	Scientific Committee	19

	E Corporate Membership Committee	20
ARTICLE VI	MEETINGS	20
Section 1	TIME AND PLACE	20
Section 2	QUORUM	21
Section 3	RULES	21
Section 4	VOTING	22
ARTICLE VII	FUNDING - FINANCES	22
Section 1	REVENUE	22
Section 2	APPLICATION FEE	22
Section 3	MEMBERSHIP DUES	22
Section 4	PARTICIPANT FEE FROM INTERNATIONAL CONGRESS	23
Section 5	ACCOUNTS REVIEW	23
Section 6	REPORTS OF REVENUE AND EXPENDITURES	23
ARTICLE VIII	AMENDMENTS	24
Section 1	PROPOSAL OF AMENDMENTS	24
ARTICLE IX	DISSOLUTION	24

**INTERNATIONAL ACADEMY OF AVIATION AND SPACE MEDICINE
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BY-LAWS

ARTICLE 1: MEMBERSHIP

Section 1: COMPOSITION, CATEGORIES, QUALIFICATIONS & ELECTION

A. COMPOSITION

The Academy shall consist of individuals in Aviation and/or Space Medicine or related sciences on a widely international basis without distinction as to nationality, race, color, gender, creed or affiliation to any ideological, political, or professional group.

B. MEMBER

1. In order to maintain the highest standards of membership of the Academy, it is necessary that any application for election to the Academy be thoroughly evaluated on the basis of evidence of the candidate's qualifications in aviation and/or space medicine or related sciences.

An Academician should be a leader in the field of aviation or space medicine in his/her jurisdiction. Given the international nature of the Academy and the varying standards of aviation medicine in different jurisdictions, the following factors should be considered at selection:

- The jurisdiction, the level of aviation medicine conferences, publications, and positions available to the individual in that setting. It is important to use these factors as the *denominator* in making a decision about the candidate. Where adequate information is not available on denominator issues, this should be obtained via academicians outside the selector's committee

– Contributions (these will be used as *numerator* in making a decision about the candidate) to the field of aerospace medicine

2. To be considered eligible for Membership in the International Academy of Aviation and Space Medicine, an applicant must satisfy all of the following requirements:
 - a. be a medical graduate of a medical training establishment recognized by, and acceptable to, the Committee of Selectors; or have attained a college degree of science in aviation and/or space medicine related fields; or possess a certificate issued by a State or Country qualifying the applicant,

- b. exercise clearly established medical or scientific function and activities in the field of aviation and/or space medicine, either:
 - (1) as a medical practitioner in conformity with legal requirements of his State or Country of residence, or
 - (2) as a qualified physician or surgeon of a recognized medical institution, the Armed Forces, government administration, hospital, medical school, air carrier, airport, aircraft industry or international organization related to aviation and/or space, or
 - (3) as a qualified scientist prominently involved in aviation and/or space medicine related fields of endeavor,
- c. produce evidence of current practice in aviation and/or space medicine, or related sciences, and a minimum of 10 years practice in aviation and/or space medicine or related sciences, either in employment in military service, civil aviation administration, air carriers, or as a designated medical examiner or consultant to aviation and/or space organizations or research and training institution satisfactory to the Committee of Selectors,
- d. subscribe to the objectives of the Academy,
- e. endeavor to attain as high a level of educational achievement in aviation medicine as is possible in the circumstances,
- f. have made a distinguished contribution to aviation and/or space medicine, such as notable original or review publications in peer-reviewed (or other local) journals, ongoing research activity in aviation medicine, presentations in national and/or international aviation or space medicine conferences, or hold a position of eminence in the specialty of aviation and/or space medicine and associated allied sciences,
- g. participate actively in aviation or space medicine national organizations,
- h. have demonstrated high moral, ethical and professional standards,
- i. shall formally apply for membership to the Secretary General of the Academy. Each application must be accompanied by:
 - (1) a certified copy or other evidence satisfactory to the Committee of Selectors that the applicant has duly met the requirements specified under the conditions of eligibility. This copy will consist of:
 - (a) a complete curriculum vitae,

- (b) a description of previous and present activities in medicine and particularly in aviation and/or space medicine, or related sciences,
 - (c) a list of personal publications. The Committee may request to study copies of publications, particularly those concerning aviation and/or space medicine,
 - (d) a statement of practical flight experience, flight training, flying hours per year as aircrew (flying staff), passenger, etc.
 - (e) a statement of membership and status in medical and/or aeronautical societies,
 - (f) a recent photograph of the applicant.
- (2) Written recommendations by two members, one of whom being preferably a Selector, and at least one of these members must have known the applicant personally for not less than three years and who can testify to his moral, ethical, and professional background, and the conditions of the practice of medicine and aviation and/or space medicine in the country where the applicant exercises his functions. These recommendations may also be supported by the appropriate senior official of a medical school or other eminent personalities familiar with medical and aviation conditions and the applicant's qualifications, or through the sponsorship of a national or regional aviation and/or space medical society. The Committee of Selectors may, at its discretion, consider such recommendations as satisfactory, or request further information considered desirable for the assessment of an applicant's eligibility.

3. Election to Membership through Special Process

The Academy will accept applications for special membership from those individuals entering the field of Aviation and Space Medicine late in their professional careers and having made a distinguished contribution to aviation and/or space medicine and/or associated allied science, or have reached positions of preeminence in the field. The Academy recognizes the need for a separate and distinct procedure for selection of individuals for special membership.

To be considered eligible for special membership, the applicant must meet the provisions of paragraph B 2, Member, with the exception of paragraph B, 2, c.

Election to membership shall be by the following procedure:

- a. Application for special membership shall be submitted to the Secretary General.
- b. Secretary General shall forward the application to the Chancellor to provide to the Selectors in a timely manner.
- c. The Committee of Selectors shall indicate by concurrence or non-concurrence of their support for forwarding the application to the Council.
- d. Concurrence of the Selectors is required to be unanimous (100%) to forward the application to the Council. It is specified that non-response by the Selector after thirty (30) days of submission will constitute a concurrence.
- e. The Council shall consider the application and provide determination for acceptance/denial. The Council must vote unanimously (100%) for selection for Special Membership.
- f. The decision of the Council shall be final. The President will notify the applicant of his/her selection or non-selection for Special Membership.
- g. The applicants selected for Special Membership through this special process shall be a full member, entitled to all rights and privileges accorded thereto.

C. ASSOCIATE MEMBERSHIP

1. Persons with appropriate and sufficient qualification in aviation and/or space medicine as outlined in Section 1. B. with the exception that only 5 years of practice as defined in B.2.c is required, may apply to the Academy for admission as Associate Members.
2. On achieving 10 years practice in aviation and/or space medicine, an Associate Member must request consideration from the Council for its recommendation that he/she become a Full Member. The Associate Member must present evidence of continuing practice in the field of aviation and/or space medicine or related fields. Council may immediately grant Membership status, or refer the application to the Chancellor for review by the Selectors Committee.
3. Associate Members do not have voting privileges in the Academy, nor may they hold elected office.
4. The number of Associate Members at any one time shall be restricted to 50.

D. AFFILIATE MEMBERSHIP

1. To encourage and support those in training and in those located in global regions in which there is currently only a small aeromedical community or few Academy members a new category will be as an Affiliate Member as described below.
2. Applicants for Affiliate Member status are graduated doctors or scientists with a particular interest in a career in aviation and/or space medicine. They should hold or be expected to achieve postgraduate qualifications and have a plan to develop their career within the discipline. Each Affiliate Member would be assigned to a current Academician who will provide mentoring and advice to the individual as well as providing feedback to the Academy on their progress. Affiliate Member status will be offered for a limited period not exceeding 5 years but would not, of itself, imply that full membership will be granted.
3. Affiliate Members do not have voting privileges in the Academy, nor may they hold elected office.

E. ELECTION TO MEMBERSHIP

1. Members, Associate Members and Affiliate Members of the Academy shall be selected by the Committee of Selectors. While all duly convened meetings of this Committee are open to all active Full Members of the Academy, the proceedings, discussions and actions conducted therein shall be considered “Privileged and Confidential”.
2. All Selectors shall be appropriately informed of applications for membership.
3. The Committee of Selectors will examine such applications at least once every year and as forwarded for their review by the Chancellor and decide whether the evidence and information submitted in the dossier from the Chancellor is satisfactory. All such information and evidence, comments and discussions exchanged and/or discussed among or between the Selectors, Chancellor and the Secretary General, whether in Committee session or by the various forms of interpersonal communications shall be considered “Privileged and Confidential”.
4. The Selectors will vote “yes” or “no” using the online voting function on the Selectors page of the IAASM web site or through e-mail to the Chancellor.
5. Members are elected by obtaining 10 affirmative votes.
6. Selectors are required to submit their decisions regarding a candidate’s application within 30 days after its submission to the Selectors by the Chancellor. If a maximum of two selectors fail to submit a vote to the Chancellor within 30 days,

those selectors' votes may be cast by the Chancellor. If the Secretary General or the Chancellor receives negative comments on a candidate from the membership, the decision on this candidate will be deferred to the next meeting of the Selectors.

7. Council may, on the recommendation of the Chancellor and Secretary-General, complete the selection process if insufficient Selectors have voted and no negative votes received
8. The Committee of Selectors' decision in all cases shall be final.
9. All applications for membership and general inquiries regarding membership shall be addressed to the Secretary General at the Academy's administrative office.
10. The Secretary General will transmit applications to the Chancellor with any comments and relevant information, which shall be considered "privileged and confidential".
11. The Secretary General will advise candidates of the results of their application which, if successful, will be duly recorded and a certificate of the Academy issued on payment by the candidate of the pro-rated membership fee for that year.
12. Release, promulgation, or referral to (attribution) of information, comments, discussions or actions referred to herein as "Privileged and Confidential", whether verbal or in written form, outside the "Election to Membership" process described herein, without the expressed written permission of the Secretary General and the Chancellor, shall be considered a violation of the "principles of the Constitution and/or Bylaws" subject to termination of membership in accordance with Article I: Section 2: A. 3. of the Bylaws
13. The number of Members shall be limited to 275.

F. RETIRED MEMBER

1. Members who have reached the age of 60 years and have been members of the Academy for a minimum of ten (10) years and wish to limit their activities in the Academy for personal reasons may petition the Council for transfer to Retired Member status. If the member meets the eligibility criteria, the Secretary General can accept the request on behalf of Council without further review.
2. Retired Members are eligible to attend all meetings of the General Assembly, but they are not eligible to vote or to hold elective office.
3. Retired Members shall not be required to pay annual dues.

4. The number of Retired Members is independent of the maximum number of active members.
5. A Retired Member may request return to Member (active) category by letter to the Secretary General petitioning the Council to return to such status. The petitioning Retired Member may be returned to Member (active) status by simple majority vote of the Council and payment of the current year's dues.

G. EMERITUS MEMBER

1. Any member of the Academy who has rendered distinguished and meritorious service to the Academy and international aerospace medicine may be appointed Academician Emeritus by the Council on recommendation by the Nominating Committee. Service to international aerospace medicine implies having made a difference in the development of the field through outstanding research, teaching and/or practice. A member cannot recommend himself/herself.
2. Selection of Emeritus Members shall be determined by a three fourths (3/4) majority vote of the Council Members attending.
3. Emeritus Members shall not be required to pay annual dues.
4. Emeritus Members retain all the privileges of active membership.
5. The number of Emeritus Members is independent of the maximum number of active members

H. HONORARY MEMBER

1. Honorary Members shall be selected by the Council from those individuals who have made outstanding contributions to aviation or space medicine, but are not eligible for election to membership in the Academy
2. Selection of Honorary Members shall be determined by a three fourths (3/4) majority vote of the Council Members attending.
3. Honorary Members are exempt from paying dues.

I. CORPORATE MEMBER

1. Organizations that wish to promote the objectives of the Academy may apply for Corporate Membership. Corporate Members will be elected by the Council.
2. Selection of Corporate Members shall be determined by three-fourths (3/4) majority vote of those Council members attending.
3. The membership dues for Corporate Members will be set individually by the Council.
4. Corporate Members are not entitled to vote at meetings of the Academy.

J. WITHDRAWAL

Any Member may withdraw from the Academy by delivering to the Secretary General of the Academy a written notice to this effect.

Section 2: TERMINATION OF MEMBERSHIP

- A. Academy Membership of any classification may be terminated:
1. for any cause or conduct which the Council deems contrary to the best interests of the Academy;
 2. for non-performance of the duties related to the functions for which they were elected or appointed;
 3. for failing to respect the principles of the Constitution and/or By-Laws;
 4. for failing to pay without reasonable justification the dues established in the By-Laws, as per Article VII, Section 3.D.
- B. An Academician being formally considered for termination shall be so notified by the Secretary General and shall be entitled to a hearing before the Council, except when the termination results from non payment of dues, in which case termination of membership is automatic as per article VII Section 3 D. The Council shall hear the case and make a determination. A two-thirds vote of the full Council membership is required for a termination.

- C. An aggrieved Member shall have the right to appeal to the Council by submitting an appeal in writing to the Secretary General. An appeal will only be considered if additional information pertinent to the initial decision can be provided. The Council will then consider the appeal at the next Council meeting and will make its final determination.

ARTICLE II OFFICERS

Section 1: ELECTED OFFICERS

- A. The elected officers of the Academy shall be as delineated in Article VI.A of the Constitution: The President, The President-Elect, five (5) Directors, the Chancellor, ten (10) Selectors, six (6) or more Scientific Committee members and five (5) or more Scholarship Committee members.
- B. Officers should be representative of the various nationalities of the Academicians when possible.
- C. Elections shall occur at the General Assembly meeting of the Academy held in the second six months of the year, usually in conjunction with the International Congress.

Section 2: APPOINTED OFFICERS

- A. THE SECRETARY GENERAL
- B. THE DEPUTY SECRETARY GENERAL
- C. These appointments are made by the Council by simple majority vote.

Section 3: TERMS OF OFFICE

- A. The terms of all elected officers shall begin and end at the General Assembly of the Academy held in the second six months of the year, usually in conjunction with the International Congress. Should no General Assembly meeting of the Academy occur at the end of an Officer's term of office, the officer will remain in office until the next General Assembly meeting held in the second six months of the year. In the event of death or resignation of any officer of the Academy other than the President-Elect, the President with the consent of a majority of the Council shall be empowered to select and appoint a member in good standing to serve the unexpired term of the deceased or resigning officer. Council members will vote "yes" or "no"

through e-mail to the President.

B. Should the incumbent President become unable to serve their full term for any reason, then the office will be filled by the President-Elect. The President-Elect vacancy will then be filled by nomination and election at the next meeting of the General Assembly.

C. An elected or appointed officer of the Academy against whom legal action is in process or is threatened for any act undertaken during the course of their duty, shall have their reasonable legal costs (as determined by the Council) funded by the Academy, unless such officer acted negligently or fraudulently.

D. THE PRESIDENT

1. The President shall be elected for a single term of approximately two years.
2. Following his/her term of office, the President shall not be eligible for election to any office of the Council. (Appointment to an office is acceptable).

E. PRESIDENT-ELECT

1. The President-Elect shall be elected for a single term of approximately two (2) years.
2. The President-Elect shall automatically become President at the completion of the above term.

F. DIRECTORS

1. Directors shall be elected for a term of approximately four (4) years.
2. The terms shall be set so that one Director is elected every year.
3. A member may be re-elected as a Director if he/she has not served as a Director during the previous four (4) years.
4. No member shall serve more than two (2) terms as Director.

G. THE CHANCELLOR and SELECTORS

1. The Chancellor shall be elected for a term of five (5) years and cannot hold the

office more than two (2) terms.

2. The Selectors shall be elected for a term of four years. No selector shall serve two (2) consecutive terms. However, a selector can be extended for one year by Council on the recommendation of the Nominating Committee.

H. CHAIRPERSONS AND MEMBERS OF THE SCHOLARSHIP, SCIENTIFIC AND CORPORATE MEMBERSHIP COMMITTEES

1. Chairpersons and members of the Scholarship, Scientific and Corporate Membership Committees shall be elected for a term of four years.
2. The term of a Committee Member may be extended by one year by Council on the recommendation of the Nominating Committee.

I. THE SECRETARY GENERAL

The Secretary General shall be appointed by Council for a term not to exceed five (5) years. The incumbent may be reappointed.

J. THE DEPUTY SECRETARY GENERAL

The Deputy Secretary General shall be appointed by Council for a term not to exceed five (5) years. The incumbent may be reappointed.

Section 4: DUTIES

A. PRESIDENT

1. The President shall preside at meetings of the General Assembly.
2. The President shall be Chairperson of and preside at meetings of the Council.
3. The President shall provide specific tasking to Committees and others such as the Secretary General and Deputy Secretary General doing work for the Academy.
4. Statements of policy and comments by the Academy on documents arising from other organizations will normally be issued by the President.
5. In the event of unforeseen circumstances the President may convene a virtual meeting of the Council or, with the agreement of the Council a General Assembly, at any time with a minimum of 72 hours' notice to the Council members or general membership respectively.

B. PRESIDENT-ELECT

1. The President-Elect shall become familiar with the activities of the President; in particular the special difficulties encountered in such an International organization, and shall perform other duties as assigned by the President.
2. In the absence of the President, the President-Elect shall preside at meetings of the General Assembly and the Council.
3. In the event the President should become unable to perform the required duties, the President-Elect shall become President. After such event, the Council will determine the period of time the incoming President should serve, taking into account the remainder of the term the previous President was expected to serve. A new President-Elect will be proposed to the General Assembly as soon as feasible.

C. DIRECTORS

1. The Directors shall become familiar with the activities of the other officers and shall perform any other duties as assigned by the President.
2. The Directors shall all serve as members of the Council as delineated in Article III, Section 1.A.
3. One Director will have specific responsibilities for Affiliate Members and will report to Council on progress of the Affiliate Programme and those on it.

D. CHANCELLOR

1. The Chancellor shall serve as Chairman of the Committee of Selectors (see Article V, Section 1.A).
2. The Chancellor shall serve as a member of the Council as delineated in Article III, Section 1.A.
3. The Chancellor shall receive all applications for membership from the Secretary

General and shall be responsible for distributing the applications to the Selectors, obtaining their votes on the applicants and informing the Council of the election or rejection of the applicants (See Article I, Section 1.D).

E. SELECTORS

1. Selectors shall provide written recommendations for applicants as requested and shall be responsible for recognizing and assisting qualified persons to apply for membership in the Academy.
2. Selectors shall actively seek candidates for election to membership
3. Selectors shall serve on the Committee of Selectors.
4. Selectors shall review applications received from the Chancellor and submit their votes on those applications to the Chancellor within 30 days of receipt (see Article 1, Section 1.D).

F. SECRETARY GENERAL

The Secretary General:

1. shall maintain the Academy Headquarters as per Constitution Article II,
2. shall maintain the archives of the Academy, which include the Minutes of Council and General Assembly meetings which shall be prepared by the Secretary General or the Deputy Secretary General,
3. shall serve as member of the Council and carry out the administrative duties assigned by the Council,
4. shall act as Treasurer of the Academy,
5. shall represent the Academy, in case of urgency in any legal proceedings, as plaintiff or defendant,
6. shall be the Custodian of the Medals of the Academy and certify documents issued by the Academy,
7. shall not be a member of any standing or Ad Hoc Committee during his/her tenure,
8. shall give mailing assistance to the Committees and if requested, may attend any committee meeting but may not vote in the Committee.

G. DEPUTY SECRETARY GENERAL

The Deputy Secretary General:

1. shall be a member of Council,
2. shall represent the Secretary General in his/her absence and in such circumstances shall exercise all the privileges of the Secretary General.

ARTICLE III - ORGANIZATIONAL BODIES

Section 1: THE COUNCIL

A. MEMBERSHIP

1. The President
2. The President-Elect
3. The five Directors
4. The Chancellor
5. The Secretary General
6. The Deputy Secretary General
7. The immediate living and active Past President

B. POWERS

The Council shall:

1. be responsible for the general conduct of the affairs of the Academy and its policies,
2. be responsible for the management of funds and property of the Academy including approving budgets and expenditures,
3. provide guidance to the Trustees of the Academy Education Trust Fund concerning investment policy

4. select the sponsorship for future International Congresses and notify the Academicians of the decisions at the next General Assembly and in the Report of the minutes of that Assembly,
5. instruct the Secretary General in his/her duties,
6. act with full administrative, executive and financial powers on items of Academy business requiring action between meetings of the General Assembly,
7. be able to delegate its powers to an officer, but will remain responsible for actions resulting from such delegation,
8. appoint ad hoc committees as may be necessary for the execution of specific tasks,
9. be aware that absent Members of the Council may be represented by proxy by another Council Member attending either virtually or in person. Council Members present may represent only one absent Council Member. No Council Member shall be given blanket proxy rights. A proxy vote may only be used to vote on specific issues that have been published thirty days prior to the Council meetings. A single proxy permit to vote for each specific issue shall be in writing.

Section 2: THE GENERAL ASSEMBLY

A. MEMBERSHIP

1. The General Assembly shall consist of all attending Members of all categories.
2. All Active Members including Emeritus Members attending the General Assembly are entitled to vote. Active Members who will be absent for the Assembly meeting are eligible, and encouraged, to vote by the designation in writing (e-mail to the Secretary General is acceptable), of an eligible Active Member, who will be attending the Assembly either virtually or in person, to serve as their proxy for matters requiring a vote. All Active Members can serve as the proxy designates. However, the maximum number of proxies that can be voted by any Active Member attending an Assembly meeting is five (5). The same number of proxies can be submitted to any officer of the Academy, including the Secretary General and the Deputy Secretary General. All proxies designating an officer of the Academy can be voted to reflect the wishes of the absent Active Member. Therefore, specific instructions on the position the absent member wishes to take on any issues should be provided to his/her representative.

In the event there is a tie vote, the President, or acting President, shall cast the deciding vote.

3. The number of Active including Emeritus Members present, either virtually or in person, and all properly executed proxies will be used to establish the presence of a quorum at a General Assembly meeting.

B. POWERS

1. The General Assembly shall have the full power to approve all actions of the Academy except those specifically assigned to the Council in Article III, Section 1, of the By-Laws.
2. In particular, the General Assembly shall determine the composition and functions of the Council, approve the annual financial report, determine the fees and dues for the various classes of membership, elect all officers in accordance with Article IV of the By-Laws and approve all Resolutions.

C. RESOLUTIONS

Resolutions voted by the General Assembly shall be made known to the members in writing through minutes of the General Assembly.

ARTICLE IV - ELECTIONS

- A. Elections shall be held only at the meeting of the General Assembly held in conjunction with or during an Academy sponsored International Congress as described in Article X, A of the Constitution, and Article VI, Section 1.B.(1) of the By-Laws.
- B. Only Active Members who are in good standing shall be entitled to vote in the elections of officers.
- C. The General Assembly quorum of twenty percent (20%) of the eligible voting members through attendance and/or proxies and the simple majority rule as delineated in Article VI, Section 2.B and Section 4 of the By-Laws shall be used. In the event of a tie vote, the President may cast the deciding vote.

ARTICLE V - COMMITTEES

Section 1: There are five Standing Committees of the Academy. The proceedings and discussions of all committees are confidential.

A. COMMITTEE OF SELECTORS

1. Membership composed of ten (10) Selectors elected by the General Assembly in accordance with Article II, Section 3.F and Article IV of the By-Laws.
2. The Committee shall select Members and Associate Members of the Academy in accordance with procedures in Article I, Section 1, B, C, and D of the By-Laws.
3. A Selector who fails to cast a vote (post, fax, or e-mail) as delineated in Article I, Section 1, D, of the By-Laws for two consecutive applicants or groups of applicants will forfeit his position as a Selector unless for reasonable cause, as so judged by Council. A successor will be elected by the usual process.
4. A formal meeting of the Committee, chaired by the Chancellor, shall be held in conjunction with each of the two meetings of the General Assembly specified in Article X, B, of the Constitution and shall comply with the provisions of Article 1, Section 1: D.
5. During any vote at a formal meeting of the Committee, Selectors who will be absent may and should designate an attending Selector as their representative to vote. Any Selector may represent only one other Selector.

B. NOMINATING COMMITTEE

1. Membership is composed of five members: three active Past Presidents starting with the Immediate Past President and progressing backward, the President and President-Elect in office. As the current President completes his/her term, he/she will replace the committee member from the earliest term, except that the Secretary General shall not be a voting member of the Nominations Committee. If a Past President is in this position he/she should not be named to the Nominations Committee and the next Past President in line should be placed on the Committee.
2. The Chairman of the Committee shall be the Past President who has served as President most recently, (normally the Immediate Past President or if necessary the next most recent Past President in line), thus the Chairman will change every two years.
3. The Nominating Committee shall select and nominate a candidate for each of the elective offices as they are to become vacant according to terms for the various offices delineated in Article II, Section 3 of the By-Laws. The Chairman may compile the slate of nominees by a meeting of Committee Members or by correspondence.
In any case the Chairman should assure that all Committee Members vote their

preference for the nominees.

4. The meeting of the Nominating Committee is a closed meeting. Besides the members of the committee, only invited guests of the Chairman of the committee can attend the meeting. Other Past Presidents are welcomed and encouraged to attend the committee meeting even if they don't have voting privileges.
5. The Committee Chairman shall submit the Committee's slate of nominees for each election to the Secretary General at the Council Meeting preceding the General Assembly held in conjunction with the annual Aerospace Medical Association Scientific Meeting. The slate will be announced at the General Assembly at that meeting.
6. In order to have the opportunity for additional nominations from the membership, the Secretary General will ensure that the minutes of the last General Assembly, which contain the proposed slate of officers, are posted on the Academy web site before the end of June preceding the next General Assembly.
7. Seven (7) active Members may nominate a candidate for any of the offices designated in the Secretary General's posting noted in 6 above. To do so, they must forward a nomination with the name of the nominee and office for which nominated signed by seven (7) active members to the Secretary General sixty (60) days prior to the General Assembly of the upcoming International Meeting. The Secretary General will place any such nominations on the ballot along with those from the Nominating Committee.

C. SCHOLARSHIP COMMITTEE

1. The Scholarship Committee is composed of at least five (5) members of the Academy elected by the General Assembly in accordance with Article II, Section 3.F.1, and Article IV of the By-Laws. The term of membership on the Committee shall normally be four (4) years.
2. The Scholarship Committee serves the Academy by promoting education and research in aviation and space medicine. This is accomplished by the award of scholarships to selected physicians and scientists to support their attendance at a formal course of instruction in aerospace medicine or attachment to a recognized aerospace medicine training institution for instruction and experience in aviation and/or space medicine.
3. The Scholarship Committee advertises Academy Scholarships, selects the successful candidate(s) and monitors the progress of each scholar while he/she holds an Academy Scholarship.

4. The Committee Chairman is responsible for organizing the activity of the Committee in the best way for them to accomplish the selection and monitoring of the Scholarship Awards.
5. The Scholarship Committee acts in response to the decision of the Council with respect to the amount of each Scholarship, as well as to the frequency, starting date and duration of awards.
6. The Scholarship Committee is responsible to the Council for ensuring that Academy funds allocated for scholarships are spent effectively in pursuance of the objectives of the Academy.
7. The scholarship winner must start his/her course/training within 18 months following the awarding of the scholarship.

D. SCIENTIFIC COMMITTEE

1. The Scientific Committee is comprised of at least six (6) members of the Academy elected by the General Assembly in accordance with Article II, Section 3.E.1 and Article IV of the By-Laws. The term of membership on the Committee shall normally be four (4) years.
2. The Scientific Committee serves the Academy by promoting and managing the scientific activities of the Academy. These aims are accomplished by the publication of statements, papers, reports and monographs on topics in aviation and space medicine.
3. The Scientific Committee selects and recommends to Council, topics and material which should be published by the Academy. The Scientific Committee supervises the editorial process and arranges the publication of the selected material.
4. The Scientific Committee shall be responsible for receiving and grading all abstracts for Congresses sponsored by the Academy. It will establish the scientific program of each Congress in close cooperation with the local scientific coordinating committees.
5. The Chairperson of the Scientific Committee shall conduct the activities of the Committee to ensure that the Academy funds allocated for the publication of scientific material are spent effectively in pursuance of the objectives of the Academy as defined in Article IV, Section B of the Constitution.

E. CORPORATE MEMBERSHIP COMMITTEE

1. The Corporate Membership Committee is comprised of at least five (5) members of the Academy elected by the General Assembly in accordance with Article II, Section 3.E.1 and Article IV of the By-Laws. The term of membership on the Committee shall normally be four years.
2. The Corporate Membership Committee serves the Academy by engaging and communicating with Corporate Members and promoting the work of the Academy to organizations in different aviation and space medicine sectors.
3. The Corporate Membership Committee acts to maintain current Corporate Members and recruit new Corporate Members.

ARTICLE VI MEETINGS

Section 1: TIME AND PLACE

- A. The General Assembly and the Council shall each be convened by the President twice per year as delineated in Article X of the Constitution.
- B. These two (2) Meetings are:
 1. In conjunction with or during the International Congress required by Article X, A of the Constitution. This meeting is the designated meeting for terms of office of officers as described in the By-Laws.
 2. In conjunction with the Aerospace Medical Association Annual Meeting.
- C. Notwithstanding Section 1 B, in the event that an International Congress or Aerospace Medical Association meeting is not held, these meetings may be held either face-to-face, (in association with another Aviation and Space Medicine event or independently) or via electronic means virtually.
- D. The General Assembly may in addition be convened at any time by decision of the Council or upon the request of one-fourth of the Members entitled to vote.
- E. The Secretary General shall give all members written notice of a General Assembly, at least 30 days prior to the meeting and shall give notice of matters which are to be discussed. The Secretary General shall give all Council members 30 days notice of Council meetings.

Section 2: QUORUM

- A. The Quorum of the General Assembly shall be twenty (20%) of the eligible voting Members of the Academy as of the date of the meeting.
- B. The Quorum of the Council shall generally be five (5) Members but may be 4 Members if these are the President or the President-Elect, 1 Director, the Secretary General or his/her Deputy, and the Chancellor.
- C. A vote on any issue is not valid unless a quorum as defined in A and B above, is present or represented by proxy. In the event that a quorum is not present, any proposed actions arrived at during the meeting, will be incorporated in the minutes of the meeting and mailed to all Active Members of the Academy or posted on the Academy web site. A note will accompany these minutes which notifies the Members that these actions are still not official and will require the following actions to be completed before they can be binding:
 - 1. Any Active Member has 90 days, after the e-mailing or posting of the minutes on the web site, to advise the Secretary General that he/she takes exception to any specific item(s) and they wish to have it reconsidered. Reasons for the exception should accompany the notification of the Secretary General on this matter. Items which receive five or less exceptions will be evaluated by Council at its next meeting. The Council's proposed resolution of the exception(s) will be provided to the General Assembly at the next scheduled meeting. The General Assembly may re-open discussion of the item if there is dissatisfaction with the solution proposed by the Council.
 - 2. Any item in the minutes which receives six (6) or more exceptions from Active Members will be required to be brought back to the General Assembly for complete re-discussion and action by the Assembly at the next meeting.
 - 3. Items of the minutes which receive no request for exception will become Academy policy or commitment 120 days after e-mailing of the minutes to the Active Members.

Section 3: RULES

- A. Roberts Rules of Order shall apply at all meetings unless otherwise provided in these By-Laws.

Section 4: VOTING

- A. If a Quorum is present, then all items voted upon may be adopted by a simple majority of the votes cast, except amendments to the Constitution as noted in Article XIV of the Constitution. In case of a tie vote, the President may cast the deciding vote.
- B. Voting on all matters shall be by show of hands (or by verbal instruction or electronic survey) unless a secret written or virtual ballot is specifically requested by a member present at the Assembly.

ARTICLE VII FUNDING - FINANCES

Section 1: REVENUE

The revenue of the Academy shall come from the fund sources listed in Article XII of the Constitution.

Section 2: APPLICATION FEE

The application fee shall be decided by the Council. The application fee does not include current year membership dues, which shall be prorated to the end of the current year (by quarter).

A separate application fee will apply for Affiliate Members, as set by Council.

Section 3: MEMBERSHIP DUES

- A. The amount of the membership dues shall be proposed by the Council for all categories of membership except those exempted in Article I, Section 1, of the By-Laws. They must be approved by the General Assembly. A separate membership fee will apply for Affiliate Members, as set by Council
- B. Membership dues are payable yearly by the last day of January.
- C. Member, Associate Member or Affiliate Member is delinquent if dues are not paid within thirty (30) days of the due date (Jan. 31). If dues are not paid within thirty (30) days after being notified of delinquency, the Secretary General will inform the Member or Associate Member that his/her membership will be terminated unless he/she pays the dues within thirty (30) days or make a request in writing for special consideration. As appropriate, the Secretary General will send an e-mail or a letter of termination or determination of special consideration to the member or associate member following that 30 day period.
- D. A Member, Associate Member or Affiliate Member whose membership has been

terminated, may regain their previous status by payment of the amount of delinquent dues plus the next year's dues in advance. Should a Member, Associate Member or Affiliate Member have his/her membership terminated for non-payment of dues on a second occasion, the membership will be terminated with no possibility of future reinstatement unless the individual concerned can demonstrate to the satisfaction of the Council that any non-payment was the result of exceptional circumstances, beyond the control of the Member or Associate Member'.

Section 4: PARTICIPANT FEE FROM INTERNATIONAL CONGRESS

- A. The Council shall propose a fee, to be paid to the Academy, for each participant of an International Congress sponsored by the Academy.
- B. Any organization requesting Academy sponsorship of an International Congress must include a signed statement that they will pay this fee and that they have proper Government authority to transfer the required currency.
- C. The established fee per participant in the International Congress is to be forwarded to the Secretary General of the Academy as stated in the Instructions to Organisers.

Section 5: ACCOUNTS REVIEW

- A. Accounts of Academy revenue and expenditures shall be reviewed annually by an independent accountant and a report prepared for Council to be presented by the Secretary General.

Section 6: REPORTS OF REVENUE AND EXPENDITURES

- A. The Secretary General shall:
 - (a) receive all monies and issue receipts.
 - (b) maintain a banking account with sufficient available money to cover all expected expenditures. Payments may be authorised by the Secretary General or the Deputy Secretary General.
 - (c) make payments on behalf of the Academy up to the value of US\$2,000.00 for non-budgeted/pre-approved items. Payments in excess of US\$2,000.00 must be authorized by the Council.
- B. A complete report of revenue and expenditures and location of funds will be presented by

the Secretary General to the General Assembly at the meeting in the second six months of the year, usually held in conjunction with the International Congress.

- C. A short report of financial status will be presented to the General Assembly by the Secretary General at the meeting in the first six month of the year, usually held in conjunction with the Aerospace Medical Association Meeting.

ARTICLE VIII AMENDMENTS

Section 1: PROPOSAL OF AMENDMENTS

- A. Amendments to the By-Laws, by alteration, addition or rescission, may be made by a two third vote of the full Council. The vote may be made by e-mail or at a regular Council meeting, either virtual or face-to-face. If the vote is made at a regular Council meeting and not all members are present, the absent members will be requested to vote by e-mail or proxy.
- B. Amendments, by alteration, addition or rescission, may also be proposed upon petition of any 10 voting members of the Academy by submission to the Secretary General for distribution in accordance with the 30 day publication limitation. The petition must include the proposed amendment fully and properly written and the actual signatures (hard copy or digital) of the ten or more voting members of the Academy who are proposing the amendment.

ARTICLE IX DISSOLUTION

Section 1: The Academy may be wound up in terms of Section 24 of the Incorporated Societies Act (1908). A resolution for the voluntary winding up of the Academy may be made by a simple majority of members present, or represented by proxy, at a General Assembly, appropriate notice of the resolution having been given to all members. No sooner than thirty days later and no more than 270 days later, a second General Assembly must reconsider the resolution to wind up. If the resolution is lost, the earlier resolution lapses. If it is passed the members must appoint one or more liquidators to wind up the affairs of the Academy.

Section 2: In the event of dissolution, the funds of the Academy representing its net assets shall be assigned to an organization with international interests in Aerospace Medicine and with objectives corresponding to those of the Academy.