

**BYLAWS OF THE CORPORATE AND SUSTAINING MEMBERSHIP
AFFILIATED ORGANIZATION OF THE AEROSPACE MEDICAL ASSOCIATION**

ARTICLE I: NAME The name of the affiliated organization of the Aerospace Medical Association shall be the Corporate and Sustaining Membership Affiliated Organization, herein known as The Affiliate.

ARTICLE II. PURPOSE AND OBJECTIVES

A. PURPOSE: The purpose of this affiliated organization is to enhance and promote the goals of the Aerospace Medical Association by attainment and retention of support from industry leaders in aerospace medicine, allied health, and aviation operations, through corporate membership.

B. OBJECTIVES: The Corporate and Sustaining members will:

1. Work toward improved safety in commercial, military, and general aviation, and in space missions.
2. Advance environmental health and medicine.
3. Facilitate the exchange of information about issues of aeromedical interest.
4. Reward outstanding achievements in the field.

ARTICLE III: MEMBERSHIP Active members are those companies, associations, foundations, groups, or individuals who establish and retain their membership in good standing in the Aerospace Medical Association. An applicant for membership shall meet the following requirements:

A. Demonstrate genuine interest in aerospace medicine and corporate and sustaining membership consistent with Article II.

B. Meet approval of the affiliated organizations' Board of Governors and the Executive Committee of the Aerospace Medical Association.

C. Retain membership in good standing as specified in the Bylaws of the Aerospace Medical Association.

D. Meet specified annual corporate membership dues.

ARTICLE IV: BOARD OF GOVERNORS

Section 1. Members. The governing body of The Affiliate shall be a Board of Governors consisting of seven (7) voting members: Four elected officers of The Affiliate, the Immediate Past President, and two elected At-Large Members.

Section 2. Authority. The Board of Governors shall be empowered to transact business in the name of The Affiliate between the Annual or Special Meetings of The Affiliate. It shall not financially obligate The Affiliate in any manner that will require increased dues or assessments. A 2/3 vote by the Board of Governors shall be required for the expenditure of more than twenty-five percent of the unobligated funds in The Affiliate treasury. A quorum for the Board of Governors shall consist of four Board members.

Section 3. At-Large Members. The two At-Large Members shall hold office for two years. One At-Large Member should be elected each year. The duties of the At-

Large Members shall be as specified by the Board of Governors to include attendance and participation in all meetings of The Affiliate Board of Governors as directed in Article VII.

Section 4. Meetings. The Board of Governors shall meet biannually. It shall formulate and make recommendations to The Affiliate for consideration and action. Special Meetings of the Board of Governors may be called at the discretion of the President of The Affiliate or by written request by four or more members of the Board of Governors.

ARTICLE V: OFFICERS

Section 1. The four officers of the Board are: The President, the Secretary-Treasurer, the President-Elect, and the Historian. The duties of the officers shall be in accordance with the accepted rules of order including those duties specified in this Article, and specified by the Board of Governors.

Section 2. President. The President shall hold office for one year. The President shall develop the agenda and chair The Affiliate meetings. The President shall chair the Board of Governors and is empowered to call Board of Governors special meetings. The President shall appoint the chairpersons for all standing and special committees and the members of The Affiliate's Nominations Committee. In the event the President-Elect is unable to succeed the President, the President shall continue in the office for a second term.

Section 3. President-Elect: The President-elect shall hold office for one year. The President-Elect shall serve as President 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 was elected.

Section 4. Secretary-Treasurer: The Secretary-Treasurer shall hold office for two years and shall be eligible for reelection. The Secretary-Treasurer shall serve as Recorder for the Board and prepare the minutes for The Affiliate Meetings. The minutes shall be read to the general membership by the Secretary-Treasurer at the next appropriate meeting. The Secretary-Treasurer shall deal with all Affiliate correspondence as directed by the President. The Secretary-Treasurer will maintain copies of all Affiliate correspondence during the Secretary-Treasurer's current tenure. At the close of the elected term of office, the Secretary-Treasurer will direct all past Affiliate correspondence to The Affiliate Historian. The Secretary-Treasurer shall also be responsible for financial accounting for The Affiliate. The Secretary-Treasurer will submit in writing all requests for funds required for operating expenses to the Executive Committee. The financial accounting will be kept current using accepted procedures and will be made available to any Affiliate member upon a formal written request. The Secretary-Treasurer will prepare a formal detailed financial report of The Affiliate which will be orally presented and defended by the Secretary-Treasurer at The Affiliate Annual Meeting. The Secretary-Treasurer will maintain current membership records and act as authorized in Article VII of these Bylaws.

Section 5. Historian: The Historian shall hold the office for two years and shall be eligible for reelection. The Historian will maintain all of The Affiliate's historical files in an accepted order. These files will be composed of Affiliate correspondence received from The Affiliate Secretary-Treasurer, all annual written Affiliate committee reports and copies of all published material pertinent to The Affiliate which appears in print (primarily in *Aviation, Space, and Environmental Medicine*.)

Section 6. The Home Office will solicit all membership dues and receive and process membership applications.

ARTICLE VI: NOMINATION AND ELECTION OF OFFICERS Nomination and Election of Officers and At-Large Members: A Nominations Committee, consisting of five (5) members of The Affiliate who are representative of the general membership of The Affiliate, shall be appointed each year by the presiding President for the purpose of nominating elected officers of The Affiliate. Two names for the active membership will be nominated for each office. Officers shall be elected by ballot, mailed to members not later than 30 days prior to the Annual Meeting. Write-ins of members on the 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 officers elected shall take office at the conclusion of the Annual Meeting. No candidate for office shall be nominated who has not first consented to serve if elected.

ARTICLE VII. MEETINGS The Affiliate shall meet annually at the time and place of the Annual Scientific Meeting of the Aerospace Medical Association and at one additional time during the year. Special Meetings of The Affiliate shall be convened upon submission of a written request signed by one-fourth of the active membership of The Affiliate to the Board of Governors. Any Special Meeting of The Affiliate 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 Affiliate shall consist of the members present at the meeting.

ARTICLE VIII. DUES AND FINANCES Affiliate membership dues shall be set by the Board of Governors of The Affiliate with the approval of the general membership by majority vote of those members present at The Affiliate Annual Meeting. These funds shall be used only for meeting the normal financial and administrative obligations of The Affiliate. Further assessment of the membership shall be by majority vote of those members present at The Affiliate Annual Meeting. Affiliate dues shall be payable to and collected by the Secretary-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 Secretary-Treasurer by mail and may be expelled from the membership rolls after the next Annual Meeting as determined by the Chairman of the Membership Committee.

ARTICLE IX: COMMITTEES AND APPOINTMENTS There shall be both Standing and Special Committees of The Affiliate and individuals appointed to be Representatives of The Affiliate to the AsMA Council and Committees.

Section 1. The four Standing Committees are the Nominations Committee with responsibility for election of Officers and elected Board Members, the Membership Committee, the Program Committee, and the Long Range Planning Committee whose Chairpersons are appointed by the President.

Section 2. Special Committees. Special (ad hoc) committees shall be appointed at the discretion of The Affiliate President.

Section 3. Representatives of The Affiliate. An Affiliate Representative to the AsMA council shall be appointed by the incoming President at the appropriate annual meeting guided by the following principles: 1) Previous experience on the AsMA Council: 2) Previous experience on The Affiliate Board of Governors: and 3) Concurrence of the Immediate Past President and the incoming President-Elect. The Council Representative shall be appointed for a 2-year term and shall not hold the office more than twice. An Affiliate Representative to the AsMA Nominations Committee shall be similarly appointed by the incoming President as required.

ARTICLE X: RULES OF ORDER The rules contained in Robert's Rules of Order, Newly Revised, shall govern The Affiliate in all cases to which they are applicable and consistent with the Bylaws or special rules of order of The Affiliate.

ARTICLE XI: AMENDMENTS These Bylaws may be amended at any Annual Meeting of The Affiliate by a two-thirds vote of voting members present. The proposed amendment(s) must be mailed to all members at least 60 days prior to the Annual Meeting.