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Proposed Amendments to the SMB Constitution

Dear Fellow Members of the Space Medicine Branch,

Last year a Constitution and Bylaws committee was created to review the Branch's current governing documents. The Committee found that while the Branch's Constitution and Bylaws were functional, they required some updating and improvements. The Committee has recommended the following proposed amendment draft which all members can now review. This draft is listed below. If you are a current member, you will be receiving a ballot along with your Spring 2001 membership mailings and will be asked to vote to accept or not accept these proposed amendments.

To help you review this draft, here is a brief summary of the proposed changes to the current Constitution and Bylaws:

1. Up-to-date information of the Branch's objectives and how it conducts business: Article II and V of the Constitution.
2. Up-to-date application and membership processes with an added membership category of Emeritus: Article I of Bylaws.
3. Improved organization including a category about Members-at-large: Article II of Bylaws.
4. Changed title of "President-elect" to more accurate title of "Vice President": Article II of Bylaws.
5. More accurate information about the committees and their functions: Article III of the Bylaws.
6. Better described fiscal obligations of membership and added a processing fee to reapplying dropped delinquent members: Article IV of the Bylaws.
7. More up-to-date description of our Branch Awards: Article V of the Bylaws.
8. More flexible and equitable ballot procedures: Article VI of the Bylaws.
9. More flexible Bylaws amendment procedures: Article VII of the Bylaws.

You may also view the proposed amendments draft along with the current Constitution and Bylaws on our updated branch web site at: www.asma.org/smb/.

I wish to thank the Constitution & Bylaws Ad Hoc Committee for their dedicated hard work in developing these proposed amendments. I hope that this will lead to a more up-to-date, flexible and efficient Constitution and Bylaws serving us well into the future.

Philip J. Scarpa, M.D., President

Proposed SMB Constitution and Bylaws: (14 NOV 2000)

CONSTITUTION

ARTICLE I

Name and Headquarters

The name of this constituent organization of the Aerospace Medical Association shall be: Space Medicine Branch of the Aerospace Medical Association.

The Headquarters of the Space Medicine Branch shall be the place where the Secretary-Treasurer has his/her office.

ARTICLE II

Objective

This shall be a non-profit organization, whose objective shall be: To advance the science and art of the aerospace life sciences, with special reference to problems existing in the space environment, by:

- A. Stimulating investigation and study,
- B. Disseminating pertinent knowledge and information,
- C. Establishing and maintaining cooperation between the biological and other sciences concerned with space medicine.

ARTICLE III

Membership

This organization shall be limited to individual membership as defined by the Bylaws

ARTICLE IV

Officers

Officers in the Space Medicine Branch shall consist of the President; the Vice-President; the Secretary-Treasurer; the Historian and the six (6) Members-at-large. Respective duties are set forth in the Bylaws.

ARTICLE V

Meetings

The Space Medicine Branch shall have at least one general meeting annually at the time and place of the Annual Scientific Meeting of the Aerospace Medical Association. The Executive Committee shall also meet at least once annually, prior to the general meeting, and at the site and time of the Annual Scientific Meeting of the Aerospace Medical Association.

ARTICLE VI

Committees

There shall be the following Standing Committees:

- A. Executive Committee
- B. Nominating Committee
- C. Awards Committee

The Executive Committee may establish other committees for specific purposes.

ARTICLE VII

Funds

Funds shall consist of the annual dues and application fees collected from each member. Said funds shall be used primarily for covering administrative expenses during the ensuing year, and any other purpose determined by the Executive Committee.

ARTICLE VIII

Amendments

This Constitution may be amended at any Annual Meeting of the Space Medicine Branch by a two-thirds (2/3) vote of those voting members present. If a voting member is unable to attend the Annual Meeting, the voter may mail the vote to the Secretary-Treasurer so that it will be received at least fifteen (15) days before the Annual Meeting. This Constitution may also be amended by mail ballot by a two-thirds (2/3) vote of the

eligible members returning their ballot. In both cases, the proposed amendment(s) must be made available to all members at least sixty (60) days prior to the vote counting date.

Bylaws

ARTICLE I

Membership

Section A. Qualification and Acceptance for Membership

1. Qualification for membership:
Be a member of the Aerospace Medical Association.

2. Application for membership
Application for membership must be written upon the prescribed form and accompanied by the full amount of the membership and application fees. The applicant shall forward the application to the Secretary-Treasurer.

3. Acceptance for membership
Upon receipt of an application, the Secretary-Treasurer will review the application and if in order accept the applicant for membership and complete the Membership Certificate and send it to the applicant.

4. Emeritus status
If a member of the Branch becomes an Emeritus member of the Aerospace Medical Association, then he/she shall also be eligible for a similar status in the Space Medicine
(See SMB, p. 81)

SPACE MEDICINE BRANCH YOUNG INVESTIGATOR AWARD

The Space Medicine Branch's Young Investigator Award is presented to a young investigator who is the primary author of an outstanding presentation in the area of Aerospace Medicine presented at the current Annual Scientific Meeting of the Aerospace Medical Association. In addition to being the primary author, the work must be original and the young investigator must be presenting at the Annual Scientific Meeting for the first time. The Award is intended to encourage young investigators new to the field of Aerospace Medicine.

The applicant must submit a draft manuscript of their presentation to the chair of the Young Investigator Award sub-Committee. To be considered for the 2001 award, manuscripts must be submitted by the end of March, 2001 to:

K. Jeffrey Myers, M.D.
Space Medicine Branch
Young Investigator Award Chair
P.O. Box 540305
Merritt Island, Florida 32954
Phone: (321) 867-2026
jeffrey.myers-1@kmail.ksc.nasa.gov

SMB, from p. 80

Branch upon request. Once granted Emeritus status within the Branch, a member can not hold office or vote.

ARTICLE II

Officers

Section A. Officers

The Officers shall consist of the President, the Vice-President, the Secretary-Treasurer, the Historian and the six (6) Members-at-large. Elected Officers shall be elected by the membership by majority vote.

Section B. President

The President shall normally serve for one (1) year, from one Annual Meeting to the next. The President shall preside at all meetings and shall serve as Chairman of the Executive Committee.

Section C. Vice-President

The Vice-President shall be elected annually and will serve for one (1) year. The Vice-President is also the President-Elect, and shall automatically succeed to the office of the President annually (except as in Section G). The Vice-President shall be the Chair of the Nominating Committee. He/she shall become familiar with the duties of the President and shall perform such other functions as the President may designate. In the event the President is unable to act, the Vice-President shall act as President for the period of such incapacity. If a sitting President is unable to complete their term for any reason, then the Vice-President shall become the President for the remainder of the affected term and then shall serve the following year of their normal term in sequence.

Section D. Secretary-Treasurer

The Secretary-Treasurer shall be elected and hold office for a period of two (2) years. The Secretary-Treasurer shall have duties usually performed by a Secretary and a Treasurer, and shall perform the duties as directed by the President and the Executive Committee.

Section E. Members-at-large

Two (2) Members-at-large shall be elected by general ballot each year. They will serve for terms of three (3) years and have duties as assigned as members of the Executive Committee.

Section F. Historian

The Historian shall be appointed by the Executive Committee and hold Office for a period of five (5) years. The Historian shall be responsible for maintaining the history and augmenting the archives of the Organization.

Section G. Inability to Continue in Office

If the Secretary-Treasurer, the Historian, or any Member-at-large is unable to continue in the duties of the respective Office, the Executive Committee will appoint someone from the membership to serve out the term of that Officer.

If the Vice-President is unable to continue in the duties of the Office, the Executive Committee will appoint someone from the membership to serve out the remainder of the term as Vice-President. However, this Vice-President will not automatically succeed to the Office of the President. In this case, a President and a Vice-President will be elected on the next general ballot.

ARTICLE III

Committees

Section A. Executive Committee

The Executive Committee will consist of the President, Vice-President, Secretary-Treasurer, Historian, the three immediate Past Presidents, and the six (6) Members-at-large. The Executive Committee will meet at least once annually at the call of the President. The President may call additional meetings.

Section B. Nominating Committee

The Vice-President shall form a committee of at least three (3) members and serve as the Committee Chair. The nominations will be processed as described in Article VI, Sections A and B, of these Bylaws.

Section C. Awards Committee

The President shall appoint at least three (3) members of the Branch to the Awards Committee, naming one (1) of these appointees to be the Committee Chair. The Awards Committee shall meet annually to consider recipients for the awards offered by the Space Medicine Branch.

Section D. Other Committees

The Executive Committee may create additional committees for specific purposes. Any such Committee must have a defined tasking, reporting relationship and specified term of operation.

ARTICLE IV

Fiscal Obligations Of Membership

Section A. Membership Dues

1. Membership dues will be set by the Executive Committee and are payable annually and should generally accompany the returned ballot.

2. Only those members whose dues are current will be eligible to vote.

Section B. Inactives and Delinquencies

Members whose dues are not paid for at least one (1) year are considered inactive. Members whose dues to the Aerospace Medical Association are not paid for at least one (1) year are also considered inactive. Inactive members are not eligible to vote. Members who are inactive for three (3) consecutive years will be considered delinquent and could be removed from membership by decision of the Executive Committee.

Section C. Reinstatement

Any member who has become inactive or delinquent, but has not yet been dropped from the membership list, may be reinstated upon payment of dues for the current year. Any member dropped from membership for non-payment of dues may be reinstated upon payment of dues for the current year plus the application fee. In each of the previous scenarios, the member may only be reinstated if he/she is also a currently paid up member of the Aerospace Medical Association.

Section D. Application Fee

Each new applicant for membership, or a previously dropped member wishing to be reinstated, must pay an application fee. The application fee will be set by the Executive Committee.

ARTICLE V

Awards

Section A. Hubertus Strughold Award

The Hubertus Strughold Award will be presented each year to a member of the Space Medicine Branch for dedication and outstanding contributions in advancing the frontiers of Space Medicine, and/or for sustained contributions to furthering the goals

of the Space Medicine Branch. Nominations for this Award can only be made by the members of the Executive Committee and by former recipients of the Award who are active members of the Space Medicine Branch. The nominations will be submitted to the Awards Committee at least ninety (90) days before the Annual Meeting. The Award will be presented at the Annual Business Meeting of the Space Medicine Branch.

Section B. Space Medicine Branch Young Investigator Award

The Space Medicine Branch Young Investigator Award will be presented to a young investigator who is the first or primary author of an outstanding presentation (slide or poster), in the area of Aerospace Medicine, presented at the current Annual Scientific Meeting of the Aerospace Medical Association. In addition to being the first or primary author, the young investigator must be presenting at the Annual Scientific Meeting for the first time. The Awards Committee will nominate the candidates to the Executive Committee, which will select the recipient(s) by a majority vote. The Young Investigator Award will be presented at the Annual Business Meeting of the Space Medicine Branch.

ARTICLE VI

Election Procedures

Section A. Nominations

The Nominating Committee will nominate at least two (2) candidates for each available Office. The nominees will be contacted by the Nominating Committee to determine their willingness to serve. The slate of nominees shall be approved by the President. After approval, the Chair of the Nominating Committee will inform the Secretary-Treasurer so that the ballot may be set.

Section B. Ballots

The Secretary-Treasurer will prepare the ballots, which will list for each office the candidates selected by the Nominating Committee and one (1) blank line will be included for write-in candidates. The ballots will be made available to all eligible voting members of the Space Medicine Branch not later than sixty (60) days before the Annual Meeting. The completed ballots must be received by the Thursday preceding the start of the Annual Scientific Meeting of the Aerospace Medical Association. The election results will be announced at the Annual Business Meeting of the Space Medicine Branch.

In the event that further evaluation of the ballots should be necessary, the ballots will be maintained by the Secretary-Treasurer for at least thirty (30) days following the Annual Meeting, after which time they may be destroyed. Any further evaluation of the ballots will be by the outgoing President.

ARTICLE VII

Amendments

Proposed amendments to the Bylaws may be made by a two-thirds (2/3) vote (9 or more) of the entire Executive Committee (13 members). Such proposed amendments to the Bylaws must remain consistent with the current Constitution or if inconsistent, coordinated amendments to the Constitution must be proposed to the membership and accepted prior to the Bylaws amendments being enacted.