

# **CONSTITUTION**

## **of the**

## **Society of United States Air Force Flight Surgeons**

**Up to Date as of: 9 May 2021**

### **ARTICLE I: Name**

The name of this organization is “The Society of United States Air Force Flight Surgeons.” It is a Constituent Association of the Aerospace Medical Association (AsMA).

### **ARTICLE II: Purpose**

1. The Society shall direct its efforts toward continuing strong contributions to the mission of the Air Force, foster the mission orientation of its members, and emphasize to commanders the benefits of its professional contributions.
2. It shall foster the advancement of the art and science of Aerospace Medicine throughout the Air Force and will encourage the clinical, laboratory, flight line, and inflight investigation of human performance and medical problems in Air Force flying, missile, and space operations, and will encourage the dissemination of the knowledge and experience gained.
3. It shall foster professional relations between its members and flying personnel of the Air Force, members of other military services, the civilian flying population, and the aerospace industry, and will endeavor to increase the military and civilian awareness of the high standards of practice maintained by Air Force flight surgeons.
4. It shall strive to interest young physicians in an Air Force career in Aerospace Medicine and board certification in the specialty.
5. It shall encourage the professional growth and development of its members to maintain the highest standard of practice of Aerospace Medicine in the Air Force.
6. It shall recommend to the Surgeon General, United States Air Force, appropriate measures for the improvement of the career and practice of Aerospace Medicine in the United States Air Force.
7. It shall strengthen professional ties, promote social interchange among its members, and increase the solidarity of the group in its practice of the specialty and the support of the Air Force mission.

### **ARTICLE III: Membership**

Membership shall be open to all flight surgeons in good standing who are members of the Aerospace Medical Association. A flight surgeon is an allopathic or osteopathic physician who has completed at least one year of ACGME or AOA OGME approved post-graduate medical education and has successfully completed the USAFSAM Aerospace Medicine Primary course or sister service equivalency. Criteria necessary for members to be elected into a SoUSAFFS official position (e.g. President, Treasurer etc.) requires a flight surgeon to have also served at least one tour in an operational flight medicine assignment. Membership is limited to the above classes defined in

the By-Laws. A Membership Committee appointed by the President will evaluate the qualifications of each applicant for membership and will ensure that members are categorized in the appropriate classes of membership.

#### **ARTICLE IV: Officers**

1. The officers elected by the general membership shall be a President, Vice-President/President-Elect, Secretary and Treasurer. An Executive Officer shall be appointed by the President, with the advice of the School of Aerospace Medicine Commander.
2. The officers shall take office at the conclusion of the annual meeting at which elected and shall be responsible for the affairs of the Society during the ensuing year and for the conduct of the succeeding annual meeting.
3. The term of office for the President and Vice-President/President-Elect each shall be for a period of one (1) year. The terms of office for the Secretary and Treasurer shall be for a period of two (2) years as specified in the By-Laws.

#### **ARTICLE V: Board of Governors**

1. The interim governing body of the Society shall be a Board of Governors which shall consist of the officers listed in Article IV, the three (3) immediate past presidents, those elected as specified in the By-Laws, and the Chairperson of any special committees appointed by the President, as specified in the By-Laws.
2. In addition, the Surgeon for the Air Force Reserves and the Air Surgeon for the Air National Guard will each be requested to establish a procedure for the selection of one (1) Society member from each of the departments to serve as representative from the department concerned.
3. A non-voting advisory board known as the Society of USAF Flight Surgeons Honorary Board of Governors may be appointed which shall consist of members appointed by the President, that meet the requirements as specified in the By-Laws Article III.

#### **ARTICLE VI: Meetings**

1. The Society shall meet in conjunction with the parent organization, the Aerospace Medical Association, at least once annually. In cases of national emergencies, the Board of Governors shall have authority to cancel or postpone the annual meeting. Special meetings of the Society may be called at any time by the board of Governors. Whenever the parent organization fails to fix the time or place of an annual meeting, the Board of Governors shall decide whether or not an annual Society meeting will be conducted and will announce its decision to the membership.
2. A quorum for any meeting, as defined in this Article, shall consist of at least thirty-five (35) voting members.

#### **ARTICLE VII: Finances**

1. Funds shall consist of the annual dues and fees received by the Society and such income as may be derived from interest, bequests, donations, or other sources.

#### **ARTICLE VIII: Amendments**

1. The Constitution may be amended at any annual meeting of the Society by two-thirds (2/3) vote of accredited voting members present at such meeting, provided that the proposed amendments shall have been sent in writing to the members at least (60) days prior to the annual meeting. Amendments may be proposed by the Board of Governors on its own initiative, provided such amendments have been approved by a two-thirds

(2/3) vote of the Board of Governors. Amendments may also be proposed upon the petition of any twenty-five (25) members and addressed to the Board of Governors. All such amendments shall be presented by the Board of Governors to the membership, with or without recommendation, for a decision.

2. This constitution may also be amended by mailed ballot. Ballots shall be mailed to all voting members at least sixty (60) days prior to the effective date of the proposed amendment. For adopting, it is required that a two-thirds (2/3) majority of responding ballots approve the amendment, provided at least thirty-five (35) ballots are returned.

**BY-LAWS**

**of the**

**Society of United States Air Force Flight Surgeons**

**Up to Date as of: 9 May 2021**

**ARTICLE I: Officers**

1. The officers of the Society shall be a President, Vice-President/President-Elect, Secretary, Treasurer, and an appointed Executive Officer.
2. The officers shall be elected from among the members of the Society by majority vote of the members voting by means of ballots distributed to the membership at least thirty (30) days prior to the annual meeting. The Executive Officer shall be a voting office, appointed by the current president, with the advice of the School of Aerospace Medicine Commander. The executive officer must be assigned to the School of Aerospace Medicine area, be re-appointed for successive terms, and automatically vacates the position upon transfer from the School of Aerospace Medicine area.
3. The President shall direct the activities of the Society and preside over the annual meeting, shall appoint all committee chairpersons, and the Society's representative to the Council of the Aerospace Medical Association, shall be an ex officio member of all committees, shall be ineligible for self-succession for five (5) years, and shall be limited to a one (1) year term of office except in the special circumstance where the President-Elect has taken the office early to fill a vacancy in the Presidency, in which case, the term of office may be up to two (2) years.
4. The Vice-President/President-Elect shall succeed to the office and to all the privileges and duties of the President, including the President's tenure on the Board of Governors, in the event of the permanent inability of the President to function for any reason during the President's term of office. The Vice-President/President-Elect shall act as President during the temporary absence of the President, and the term of office shall be one (1) year, after which the Vice-President/President-Elect shall succeed to the office of President.
5. The Secretary shall keep the minutes of the annual meeting and of all other meetings of the Society and be responsible for all correspondence of the Society including notification of members of all meetings. The Secretary shall be responsible for the publication of all material, which may be published by the Society. The Secretary will maintain an up-to-date roster of membership, together with addresses of members. The term of office shall be two (2) years.
6. The Treasurer shall be responsible for the financial affairs of the Society and shall collect all moneys for the Society and make all authorized disbursements in its behalf. The Treasurer shall prepare an annual financial report to be presented at the annual meeting. The Treasurer or the Secretary may sign checks disbursing Society funds. The Treasurer's term of office shall be two (2) years.

7. Election of the Secretary and Treasurer shall be accomplished in alternating years so as to ensure continuity of the administrative and financial matters of the Society.
8. Should, for any reason, the Secretary and/or Treasurer not be able to fulfill the responsibilities of their respective office, the President may appoint replacements to fill the unexpired term.
9. The Executive Officer shall carry out the detailed, day-to-day duties of the Society and be responsible for maintaining all Society records and files.

**ARTICLE II: Membership shall be in (5) classes and a subscriber category**

1. **Members.** These shall be all individuals meeting the qualifications contained in Article III of the Constitution who have completed either the Aerospace Medicine Primary Course as provided by the USAF School of Aerospace Medicine or comparable training provided by one of the U.S. military services. They must be serving in one of the following categories: Active duty in the United States Air Force; the United States Air Force Ready Reserve (Category A or B); or active Flight Surgeon, Air National Guard. They need not be currently on flying status. Members are required to be members of the parent organization, the Aerospace Medical Association. Applicants, pending AsMA acceptance, may have voting privileges for one (1) year.
2. **Members Emeritus.** Flight surgeons of the Regular service or the Reserve Component, who in all ways would otherwise qualify for membership but who have retired from active duty either by virtue of length of service or physical disability may be invited to join the Society as Members Emeritus. Those already members, upon retirement from active service will automatically change to this status and will have the privilege of voting. Members are required to be members of the parent organization, the Aerospace Medical Association. Applicants pending AsMA acceptance may have voting privileges for one (1) year.
3. **Honorary Members.** The Board of Governors, by a simple majority, may elect distinguished clinicians, scientists in fields associated with Aerospace Medicine, or other distinguished public or military figures who have outstandingly supported Aerospace Medicine, to honorary membership. In such cases, all other requirements are waived. Honorary members will have the privilege of the floor at annual meetings, but will not have the privilege of voting. Honorary Members are encouraged but not required to be members of the parent organization, the Aerospace Medical Association.
4. **Life Members.** Flight Surgeons of the Regular service or the Reserve Component, who in all ways qualify for membership as specified in paragraph 1 of this Article, and who are Life Members of the Aerospace Medical Association, may elect to become life members of the Society with the pre-payment of the equivalent of 10 years of dues at the current membership rate.
5. **Associate Members.** These shall be individuals who do not meet the qualifications of the other classes of membership or are otherwise not eligible for membership but are bona fide flight surgeons with either the Aerospace Medicine Primary Course or comparable training from a U.S. or foreign military service. Associate Members will have the privilege of the floor at annual meetings, but will not have the privilege of voting. Associate Members are required to be members of the parent organization, the Aerospace Medical Association.
6. **Subscribers.** Individuals not eligible for membership in the Society may subscribe to the Society of USAF Flight Surgeons Newsletter. There is no charge for electronic delivery of the Newsletter. Subscribers will have no

duties or privileges associated with membership.

### **ARTICLE III: Board of Governors**

1. The governing body of the Society shall be a Board of Governors which shall consist of the officers listed in Article IV of the Constitution, the three (3) immediate Past Presidents, the Chairpersons of the standing committees specified in the By-Laws, the Chairpersons of any special committees appointed by the President of the Society, members elected by the Society, and one (1) representative each from the Air Force Reserve and Air National Guard as specified in Article V of the Constitution. The Board of Governors shall also have six (6) at large members. Each year three (3) members shall be elected for a two (2) year term. Members of the Board of Governors, with the exception of the three (3) immediate Past Presidents of the Society and the representatives from the Air Force Reserve and the Air National Guard, must start their term on active duty. If any member of the Board of Governors should be unable to fulfill their term of service, a replacement will be named by the President to fulfill that member's remaining term on the Board of Governors.
2. The Board of Governors shall be empowered to transact all business in the name of the Society between annual meetings or special meetings by majority vote except that it cannot increase dues or levy assessments, and a unanimous vote of a quorum of the Board of Governors shall be required for the expenditure of more than 25% of the unobligated money in the Society's treasury.
3. One-half (1/2) of the members assigned within the continental United States shall compose a quorum for meetings of the Board of Governors.
4. The Board of Governors shall meet at least once a year. It shall make recommendations to the Society for action and it shall serve as a liaison body between the membership and the office of the Surgeon General, USAF. This shall imply no official relationship between the Society and the Surgeon General.
5. Special meetings of the Board of Governors may be called by the President of the Society, who will also function as the Chairperson of the Board of Governors, or by written request of four (4) or more members of the Board.
6. In the event of inability of both the President and Vice-President/President-Elect to function, the ranking Governor present shall be designated Chairperson pro tempore.
7. The junior member of the Board of Governors present shall be the recorder and shall furnish the Secretary of the Society with a transcript of the Board proceedings if the Secretary is not in attendance.
8. In the event of a tie vote among the members of the Board, the Chairperson will cast the deciding vote.
9. The following individuals will constitute a non-voting advisory board known as the Honorary Board of Governors:
  - a. USAF active duty or retired Brigadier, Major, or Lieutenant Generals who are members of the Society with prior operational flight surgeon experience.
  - b. Current and graduated U.S. Air Force Command Surgeons who are flight surgeons with prior operational flight surgeon experience.
  - c. Former Presidents of the Society.

#### **ARTICLE IV: Nominations and Election**

1. Nominating Committee. The Nominating Committee shall consist of five (5) members and the Chairman shall be appointed by the President of the Society to serve from the time of appointment to the next annual meeting of the Society. The Chairman of the Nominating Committee will serve as the Society's representative to the Aerospace Medical Association Nominating Committee as required by the AsMA By-Laws. Members of the Nominating Committee are not barred from becoming nominees or from succeeding themselves on the Committee. This committee shall select the nominees for all elected offices of the Society and will indicate the offices for which nominated. The Committee will not place in nomination the name of any individual who is known to be terminating active-duty status during the time he would hold office, if elected. The proposed ballot shall then be sent to the Board of Governors not later than three (3) months preceding the annual meeting. The Executive Officer shall ensure that ballots are distributed to voting members so as to reach members not later than one (1) month prior to the annual meeting. Space shall be provided on the ballots for write-in nominations. Ballots shall be returned to the Executive Officer or to the Chairperson of the Nominating Committee at the earliest possible date prior to the annual meeting.
2. The Nominating committee shall count the ballots and furnish the results to the chairperson of the Board of Governors prior to the annual business meeting. Results of the election will be announced at the business meeting. Ties will be resolved by a simple majority vote of the voting members present at the meeting.

#### **ARTICLE V: Committees**

1. Standing Committees. In addition to the Nominating Committee as provided in Article IV, paragraph 1, of the By-Laws, the Standing committees shall be as indicated below. Each committee shall consist of membership needed to accomplish required tasks as determined by the committee chairperson in consultation with the President.
  - a. Constitution and By-Laws Committee. This committee shall be a fact-finding committee on matters pertaining to the Constitution and By-Laws. The committee shall study proposed amendments to the Constitution and By-Laws and make its recommendation to the Society through the Board of Governors. All such amendments shall be presented by the Board of Governors to the membership, with or without recommendation, for a decision.
  - b. Membership Committee. This committee shall be responsible for initiating programs and activities designed to increase membership in the Society. This committee shall act in an advisory capacity to the Board of Governors in matters related to the establishment of eligibility requirements for all classes of membership. This committee will review all applications for membership in the Society, secure all available information concerning such applicants, and submit its recommendations to the President for appropriate action.
  - c. Awards Committee. The Awards Committee shall obtain and review all nominations for whatever awards or honorary citations are presented by the Society, and submit its recommendations to the President. This committee shall review and develop proposed changes to the eligibility criteria for any of the awards presented by the Society. Such recommendations will be reviewed and voted upon by the Board of Governors.
  - d. Programs Committee. This committee will devote itself to the solution of problems of the Society's

growth through adequate foresight and planning. It shall anticipate problems and situations relative to all Society activities and make appropriate recommendations to the Board of Governors. In addition, this committee shall be responsible to the Secretary for all arrangements incident to the annual meeting to include scheduling, agenda content, and recommendation for guest speakers.

- e. Reinartz Education and Training Committee. This committee shall be responsible for the development of programs in honor of Brigadier General Eugene C. Reinartz, as specified in the bequest of the estate of Jeannette F. Reinartz.
  - f. History and Archives Committee. This committee shall be responsible for collecting documents of significant aeromedical, historical value and assuring the proper storage of such documents. The documents may be of significant value of their own accord or due to the subject matter, such as interviews or the historical proceedings of the Society. The committee shall make available to the membership at least one article per year relevant to its activities. The committee is not responsible for establishing a museum for memorabilia.
  - g. Resolutions Committee. This committee will be responsible for generating, proposing, and maturing resolutions on substantive topics important to the scope and practice of Aerospace Medicine for review and comment by the Society at large, with subsequent approval by the Society's Board of Governors and presentation to the Air Force Surgeon General, the Aerospace Medical Association, or other governing and policy-making bodies that influence the practice of Aerospace Medicine.
  - h. Mentoring & Development Committee. This committee will focus on growing, mentoring, and developing tomorrow's flight surgeon leaders and functional experts in the field of Aerospace Medicine. The committee's intent is to engage both young and mid-career flight surgeons by helping them grow in their knowledge, skills, and abilities; thereby investing in the next generation to follow. Methods include leadership involvement on the chapter's website, active engagement in social media platforms, outreach via *Flightlines* newsletter, and oversight of the Society's luncheons for AMP students led by RAMs. The committee will also facilitate in-person events at conferences, training courses, and AsMA's Annual Scientific Meeting.
2. Special Committees. The President may appoint special committees as deemed necessary with such membership as may be considered appropriate. Special committees shall be appointed only for the duration of the appointing President's tenure of office but may be continued at the option of the succeeding President.

#### **ARTICLE VI: Dues**

1. Initiation fees, dues, and special assessments may be levied by simple majority vote of a quorum of the members present at an annual meeting. Members Emeritus and Honorary Members are excused from paying dues.
2. Dues are due and payable annually, with the specific date to be determined by the Board of Governors. Members who fall two (2) years in the payment of dues will be notified of their delinquency in writing by the Treasurer, and thereafter shall be allowed sixty (60) days to make payment. Failure to do so in the time allotted will result in suspension from the Society.
3. Members who are suspended from the Society for non-payment of dues may be reinstated provided back



dues are paid, plus annual dues for one (1) year in advance. This reinstatement shall be subject to the approval of the Membership Committee.

#### **ARTICLE VII: Finances**

1. The fiscal year shall begin 1 January and end on 31 December each year.
2. The Secretary and Treasurer of the Society shall furnish a surety bond in such amounts as the Board of Governors shall determine, with the cost to be paid by the Society. Checks may be signed only by the Secretary or Treasurer.
3. The Treasurer shall maintain accounts in the name of the Society at federally-insured banks or credit unions.
4. The Treasurer's report shall be audited and approved by the Board of Governors prior to the annual meeting.

#### **ARTICLE VIII: Conduct of Meetings**

In all matters not covered by the Constitution or By-Laws, the provisions of *Robert's Rules of Order* shall apply.

#### **ARTICLE IX: Newsletter**

1. The Society's Newsletter will be distributed to the membership in a format as determined by the Board of Governors. There is no charge for electronic delivery of the Newsletter.
2. Members are encouraged to share the Newsletter with interested students, residents, flight surgeons, and others regardless of membership status in an effort to encourage professional growth and promote the specialty of Aerospace Medicine in support of the Air Force mission.

#### **ARTICLE X: Amendments**

1. Any member may propose amendments to the By-Laws not in conflict with the Constitution. Upon simple majority vote by a quorum of the members present at an annual or special meeting, such amendments become binding on the membership.
2. Amendments to the By-Laws may be made by mailed ballot when the proposals for such amendments are presented by the Board of Governors in conjunction with and as a result of concurrent proposed amendments to the Constitution. Acceptance of the constitutional amendment by membership, as detailed in the Constitution, shall constitute acceptance of the amendment to the By-Laws.