

BYLAWS
of the
CIVIL AVIATION MEDICAL ASSOCIATION
(Revised Oct 7, 2023)

ARTICLE I. NAME AND SEAL

Section 1. The name of this Association shall be the Civil Aviation Medical Association (CAMA).

Section 2. The seal of the Association shall be an appropriate design including the name of the Association. A motto may also be incorporated in the design at the discretion of the Executive Board.

ARTICLE II. MISSION

Section 1. CAMA is an organization dedicated to civil aerospace safety. CAMA, working on behalf of physicians engaged in the practice of aerospace medicine and other professionals in the field of civil aerospace safety, aims to achieve the following objectives:

- (A) To promote the best methodology for the assessment of mental and physical requirements of civil aviators, aerospace operators, and space flight participants.
- (B) To actively enlarge our scientific knowledge.
- (C) To advocate, through continuing education, both basic and advanced civil aerospace medical knowledge.
- (D) To promote professional fellowship among our colleagues from allied scientific disciplines.
- (E) To bind together all civil aviation medical examiners into an effective, active medical body to promote aviation and spaceflight safety for the good of the public.

ARTICLE III. FUNDS

Section 1. The funds of this Association shall be used to defray the operating expenses of the Association and for the purposes and objectives heretofore set forth.

Section 2. No part of the funds of the Association shall be used to benefit any individual, except by awards or scholarships.

Section 3. Subject to limitations of the Charter and these Bylaws, the funds of the Association shall be kept or dispersed on the authority of the Executive Board.

ARTICLE IV. ETHICS

Section 1. The code of ethics of the Association, as stated below, shall apply to all Association members. Members shall

- (A) accord the highest priority to the health and safety of those who participate in the civil aerospace environment.
- (B) uphold the highest standards of professionalism and perform honestly in all personal and professional interactions.
- (C) strive to expand and disseminate knowledge of civil aerospace medicine and its practice to the general public, colleagues, aerospace industry, and patients.
- (D) respect, at all times, the laws of the land and shall always function, both professionally and personally, within those laws.

- (E) continue to study, to apply, and advance scientific knowledge and make relevant information available to patients, colleagues, and the general public.
- (F) respect and guard the privacy of patients and other personal and professional associates.
- (G) always respect and adhere to the Bylaws of this Association.

ARTICLE V. ADMINISTRATION AND OFFICE

Section 1. The principal office of the Association shall be located at the office of the Executive Vice President (EVP), or at such other place as the Executive Board shall establish.

Section 2. The EVP, appointed by the Executive Board, shall serve as the general manager of the Association.

ARTICLE VI. MEMBERSHIP

Section 1. Those members in good standing at the enactment of these Bylaws and all members accepted in accordance with the Bylaws of this Association shall comprise the membership.

Section 2. There shall be the following categories of membership:

- (A) Active
- (B) Retired Active
- (C) Life
- (D) Student
- (E) Sustaining
- (F) Fellow
- (G) Honorary Life
- (H) Corporate Sponsor
- (I) Emeritus

Section 3. Qualification for each category of membership shall be established in the Bylaws.

ARTICLE VII. MEETINGS

Section 1. A scientific meeting of the Association shall be held annually in conjunction with the annual general business meeting of the Association at a time and place designated by the Executive Board.

Section 2. An annual luncheon meeting of the Association shall be held in conjunction with the scientific meeting of the Aerospace Medical Association (AsMA).

Section 3. Additional scientific meetings may be scheduled at the discretion of the Executive Board.

Section 4. The Executive Board shall regularly meet two times a year as follows:

- (A) Once during the annual CAMA Scientific Meeting.
- (B) Once each winter at a date and location to be established yearly by the President and the EVP.
- (C) EB meetings may be conducted electronically.

Section 5. Special meetings of the Executive Board may be called by the President or by joint action of any 5 trustees.

Section 6. A quorum, consisting of a simple majority of the Executive Board, may conduct any and all business of the Association, except as otherwise provided for in the Bylaws.

Section 7. Fifty (50) members shall constitute a quorum at the Annual Business Meeting.

Section 8. Each Executive Board member shall be given advance notice, in writing, at least one month prior to every regular or called meeting of the Board.

Section 9. Meetings will be conducted in accordance with Robert's Rules of Order. Appointment of a parliamentarian will be at the discretion of the President.

ARTICLE VIII. OFFICERS

Section 1. The Officers of the Association shall be:

- A. President
- B. Immediate Past President
- C. President-Elect
- D. Secretary-Treasurer
- E. Vice President of Education
- F. Vice President of Management and Planning
- G. Vice President of Representation, and Communications.

The EVP will be an ex officio member of the EB and EC.

ARTICLE IX. EXECUTIVE BOARD (EB) AND EXECUTIVE COMMITTEE (EC)

Section 1. The EB shall consist of the Officers and Trustees as delineated herein and in the Bylaws. The EB shall be the policy setting and legislative body of the Association. The EVP will be an ex-officio member of the EB.

Section 2. The EC shall consist of the President, Immediate Past- President, President-Elect, Secretary-Treasurer, and the three elected Vice Presidents (VP for Management and Planning, VP for Education, VP for Representation and Communications). The EVP will be an ex officio member of the EC.

ARTICLE X. AMENDMENT OF THE BYLAWS

Section 1. The Bylaws may be amended by a 2/3 vote of the members present at the annual CAMA general business meeting. Written notice of all proposed amendments shall be sent to all CAMA members at least 30 days before the meeting.

Section 2. Proposed amendments will first be reviewed by the EB at the winter meeting (or electronically). A majority vote of EB members present is required for approval to present the proposed amendment(s) to the membership at the general business meeting. Written notice of those proposed amendments shall be sent to each EB member at least 30 days before the winter meeting.

ARTICLE XI. MEMBERSHIP

Section 1. Category of Membership

- (A) Active membership shall include any of the following acceptable candidates who are elected to membership:
 - 1. Duly licensed physicians in good standing with their respective medical societies who are interested in civil aviation and civil spaceflight.
 - 2. Other individuals who are active in civil aviation and civil spaceflight and who are interested in aerospace medicine and flight safety.
- (B) Retired active members shall be those members who retire from practice but wish to maintain affiliation with CAMA. They shall pay reduced dues as established by the EB, shall have voice and vote, but may not hold office.
- (C) Life members shall be those active members who elect to pay a one-time lump sum specified by the EB for lifetime dues.
- (D) Student members shall be student physicians who are interested in civil aviation or civil spaceflight or other individuals who are active in civil aviation or civil spaceflight and who are full time students in an accredited college or university. They shall pay reduced dues as determined by the EB, shall have voice and vote, but may not hold office.
- (E) Sustaining members shall be those active members who contribute an annual sum, established by the EB, to support the activities of the Association.
- (F) Fellows. The Membership Committee will recommend to the Executive Board candidates for Fellow. Fellow candidates must be CAMA members who have made outstanding contributions to CAMA and will be elected at the CAMA Annual Scientific Meeting by the Executive Board by a 2/3 majority of those in attendance.
 - 1. A candidate for Fellowship must:
 - a. be a CAMA member in good standing for a minimum of 5 consecutive years prior to election.
 - b. be a regular, interested participant in CAMA as demonstrated by frequent meeting attendance, submission of articles to the CAMA publications, committee participation, etc.

- c. have an active interest in civil aerospace medicine as demonstrated by medical practice and participation in aerospace medical activities.
 - d. be well respected by peers in national and/or international aerospace medical organizations.
2. Priority will be given to those CAMA members who have made significant contributions to civil aerospace medicine.

- (G) Honorary life members shall be those individuals elected by the EB and honored for their contribution to the Association, to aerospace medicine, to flight safety, or to humanity. They shall have all the rights of active membership, but shall not be assessed dues.
- (H) Corporate sponsors shall be those organizations who, with the approval of the EB, contribute dues set by the Board to further the purpose and objectives of the Association. Each corporate sponsor shall be invited to name a non-voting representative to the EB.
- (I) Emeritus members. On the recommendation of the President, the EB may appoint up to three distinguished, long-serving members of CAMA as Emeritus members of the EB. They will act in an advisory capacity only. They will attend meetings and serve at their own discretion. Emeritus members are appointed each year by the EB.

Section 2. Membership Application Procedures

- (A) Applications for Active membership shall be submitted to the EVP with payment for one year's dues. If all qualifications are met and dues are paid, the EVP shall enroll the applicant as a member.
- (B) Active members may, at their discretion, convert their membership status to Retired, Life, or Sustaining membership by notifying the EVP of their intention, and paying the appropriate dues.
- (C) Applicants for Corporate membership shall inform the EVP of their desire to join CAMA and, once it is determined by that officer through consultation with the Vice President for Management and Planning that their company meets the criteria established by the EB, shall be enrolled upon payment of the appropriate dues.
- (D) Selection of Fellows and Honorary Life Members shall be accomplished through a standing Membership Committee, appointed by the Vice President for Management and Planning. This Committee shall be comprised of no fewer than 3 and no more than 5 CAMA members and must include at least one Fellow.

1. Responsibilities

- a. The Membership Committee shall survey the CAMA membership roster at least once each year to identify members who meet the criteria for recognition as Fellows, and forward their names via the Vice President for Management and Planning to the EB at the regularly scheduled Board meeting held in conjunction with the annual CAMA Scientific Meeting. Individual CAMA members may also nominate other members of CAMA for Fellow by forwarding the name of the nominee to the Membership Committee. Subject to a favorable vote by the Membership Committee, their names shall be included with the committee chosen candidates. The EB shall vote a slate of new Fellows to that membership category yearly at the Annual Scientific Meeting. A 2/3

majority of the Board members present at the meeting shall be required to approve the new Fellow candidates.

- b. The Membership Committee shall also be responsible for identifying and nominating potential candidates for recognition as Honorary Life Members. Any candidates nominated shall be voted upon for membership according to the same procedure employed for the election of Fellows.

Section 3. Expulsion

Conviction of a felony, or other conduct detrimental to the purpose or image of the Association, or in conflict with the Code of Ethics, shall be grounds for expulsion of a member. Charges shall be filed with the EVP who shall present them to the EB. A 2/3 vote of the Board members present and voting shall be required for expulsion, and such decision shall be final.

ARTICLE XII. DUES

Section 1. Dues for each category of membership shall be set by the EB and reviewed annually.

Section 2. The EB will determine when dues must be paid and when delinquent. This will be posted in the EB meeting minutes.

Section 3. A member suspended for non-payment of dues may be reinstated as authorized by the EB.

Section 4. The EB shall make all decisions that would result in any fee change.

ARTICLE XIII. ELECTIONS, OFFICERS, TRUSTEES, DUTIES AND TERMS OF OFFICE

Section 1. Officers

- (A) The EVP shall be elected by the EB and the terms of employment and compensation shall be determined by the Board.
- (B) The other officers of the Association shall be elected by the Association membership during the annual business meeting in odd numbered years. Each individual nominated shall be a CAMA member and shall have been approved for nomination by at least a simple majority vote of the Nominating Committee. Election shall be by a majority vote of those CAMA members in attendance. The officer shall serve for 2 years or until a successor has been elected. For information on how the Nominating Committee functions, see Section 6. For information on how the Nominating Committee is organized, see Article XIV, Section 3. For information on Additional Nominations, see Section 7.
- (C) In the event of any officer being unable to serve the full term for which he/she was elected, the President shall convene a meeting of the EC to select an interim replacement. That individual shall serve until the next regular election of officers as provided for in sub-section (B) above.

Section 2. Trustees

- (A) The Trustees shall number 15. Each shall serve for a term of 3 years. In order to provide for continuity and orderly turnover of the Board, 1/3 or 5 Trustees shall be elected at each Annual Scientific Meeting.

- (B) In the event of the inability of a Trustee to serve, the Board, by a majority vote, may elect a successor for the remainder of that Trustees term.

Section 3. Specific Terms of Office

- (A) The elected Officers and Trustees shall serve from the date of their election during the general business session at a CAMA Annual Scientific Meeting until their successors are elected during the general business session of the Annual Scientific Meeting in the year that their term of office expires.

Section 4. Duties

- (A) The President shall preside at the meetings of the Association, all meetings of the EB, and all meetings of the EC. He/she shall appoint the editor and the associate editors of the Association publications, all ad hoc committees, and have those other duties and powers customary to the office.
- (B) The EVP shall serve as the general manager of the Association and shall support the EB, and the Association publication editor(s) in the performance of their responsibilities.
- (C) The President-Elect shall preside at all meetings in the absence of the President. In the event of a vacancy of the office of the President, the President-Elect shall assume the office of the President.
- (D) Each Vice President shall serve as the chair of the section for which he/she is elected. He/she shall report to the President periodically, at least twice yearly, regarding all interim activities in his/her section. In the event of the absence or inability of both the President and the President-Elect to serve, the EB shall designate one of the Vice Presidents to assume the duties of the President.
- (E) The Secretary-Treasurer shall be responsible for the minutes and other records of the Association. They shall serve as Secretary to all meetings of the Association and to all meetings of the EB and EC. They shall complete meeting minutes within 30 calendar-days of meetings. They shall share, with the EVP, the responsibility for receiving and disbursing the funds of the Association and maintaining records of those actions.
- (F) The EB shall serve as a committee of the whole to consider any/all issues confronting the Association, to deliberate and enact any actions of the Association and to review the documents and policies of the Association regularly at the discretion of the EB. It shall be the duty of each Trustee to inform himself/herself concerning timely matters to be presented to the EB.
- (G) Emeritus members shall act as advisors to the Board, and attend and serve at their pleasure.

Section 5. Attendance and Quorums

- (A) Any Trustee or Officer who fails to attend two consecutive meetings without providing an explanation to the President or EVP before the second missed meeting may be deemed insufficiently interested and may, by a majority vote of the EB, be replaced.
- (B) A majority of the duly elected members of those present shall constitute a quorum of the EB and shall have full authority to transact any/all business of the Association.
- (C) Fifty (50) CAMA members shall constitute a quorum at the Annual Business Meeting.

Section 6. Nominating Committee

- (A) Officers and trustee members shall be nominated by the Nominating Committee.
- (B) The Nominating Committee shall conduct its activities by various means of communication, but will utilize email communications when finalizing its nominations.
- (C) The final report of the Nominating Committee shall be made to the EB prior to the Annual Scientific Meeting and orally at the annual Business Meeting during the Annual Scientific Meeting.

Section 7. Additional Nominations

(A) Any CAMA member in good standing may offer additional nominations(s). In order to do so, the member must include the full name of the nominee and the office for which they are nominated. The nominating member must provide written notice of the nomination to the EVP no less than twenty-four hours before the Annual Business Meeting. The written notice must also be accompanied by a petition of the at least 2% of the active members of the Association. Lastly, the nominating members must formally announce the nomination from the floor at the Annual Business Meeting.

(B) For final consideration of the nomination(s), at least two thirds majority vote of the members in attendance at the Annual Business Meeting must be provided to accept the nomination(s) for the named position.

ARTICLE XIV. COMMITTEES

Section 1. Executive Committee (EC)

(A) The elected officers of the Association and the Immediate Past President shall constitute the EC. A simple majority shall constitute a quorum. The EC shall be empowered to conduct the business of the Association between meetings of the EB. The EVP shall be an ex officio member of the EC.

Section 2. Ad Hoc Committees

(A) The President, with the advice and approval of the EB, may appoint ad hoc committees to assist in the work of the EB. The President shall appoint the chairperson of each ad hoc committee.

Section 3. Standing Committees

(A) The following standing committees will report to the following Vice Presidents and be organized as follows:

1. Vice President for Management and Planning

- a. Awards. The appointed Chair for this committee is to be the Immediate Past President by default. If the Immediate Past President declines or abstains from accepting this appointment, then a volunteer or duly nominated non-elected member may be appointed as the Awards Chair by the Nominating Committee.
- b. Bylaws. The appointed Chair of this committee is to also be named, and conduct meetings as, the Parliamentarian by default. If the Bylaws chairperson declines to accept the Parliamentarian role, or is absent from a meeting, then a volunteer or duly nominated non-elected member may be appointed as Parliamentarian by the Nominating Committee – on either a temporary role during meeting absence by the Parliamentarian, or on a permanent role with declination by the Bylaws Chair.
- c. History. The appointed Chair for this committee is to be named the Historian.
- d. Long Range Planning. The appointed Chair for this committee is to be the President-Elect by default.
- e. Membership
- f. Civil Space Medicine

2. Vice President for Education

- a. Arrangements
- b. Education/Training
- c. Safety and Human Factors
- d. Scientific Program

3. Vice President for Representation and Communication

- a. International Activities
- b. Public Affairs
- c. Website

B. The Nominating Committee is a standing committee and will report to the President. It shall be made of two Executive Co-Chairpersons, the Immediate Past President, the two Past Presidents immediately preceding the Immediate Past President, the President-Elect, the EVP, and the Chairperson from each Committee. The Immediate Past President shall serve as a member of the Nominating Committee for a two-year term and then shall be appointed as one of the Executive Co-Chairpersons for a two-year term. The other Executive Co-Chairperson shall be appointed by the President. If another committee chairperson declines or abstains from being a member of the Nominating Committee, and if there are no other representatives available from their respective committee to serve on the Nominating Committee, then the President may replace them with another Past President.

ARTICLE XV. PUBLICATIONS

Section 1. Print/Electronic

- (A) A CAMA publication shall be printed or produced electronically at regular intervals as determined by the EB. The Editor and Associate Editors, appointed by the President, shall be responsible for its content. They shall be guided by widely accepted standards of objective journalism. The Editor or an Associate Editor shall, insofar as is practical, attend all meetings wherein Association business is conducted.

Section 2. Website

- (A) Subject to the approval of the EB, the Association may post a site in the internet. A webmaster, approved by the EB, shall be responsible for maintaining the CAMA web site. Contents of the site shall be approved by the President with guidance and advice from the EB.