

CONSTITUTION
AND
BYLAWS
OF THE AEROSPACE HUMAN FACTORS ASSOCIATION

*A Constituent Organization of
the Aerospace Medical Association*
(Amended and approved by the Membership on 12 March 2024)

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CONSTITUTION

Article I. NAME

The name of this organization shall be the Aerospace Human Factors Association (hereinafter referred to as “AsHFA”).

Article II. PURPOSE

As a constituent organization of the Aerospace Medical Association (AsMA), the Aerospace Human Factors Association (AsHFA) shall have purposes and objectives aligned with those of AsMA as outlined in Article II of the AsMA Bylaws. Specifically, AsHFA shall further the purposes of AsMA through local meetings, acquaintanceship, and discussion by the members, embraced within the group, of matters relating to aviation, space, undersea or environmental medicine, human performance, and their allied sciences; increasing the value of AsMA to its members, and helping maintain and increase its membership.

Aerospace human factors encompasses human performance analysis, measurement, evaluation and improvement, and also broadly includes but is not limited to human/systems engineering, psychology, physiology, personnel selection, training and equipment, and life support.

AsHFA shall promote, within AsMA and beyond, the various fields encompassed by human factors and human performance, in support of aerospace and other extreme environments, including but not limited to medicine and engineering.

The objectives of AsHFA shall be to:

- Promote a multidisciplinary approach, involving behavioral, biomedical, biomechanical, psychological, social, physiological, and engineering considerations, in the concept, design, development, test, evaluation, operation, and maintenance of aerospace systems; and,
- Support the application of human performance knowledge to every phase of system conceptualization, development, deployment and sustainment; and,
- Promote research in the areas of human performance in aviation, space, and other stressful environments, including issues such as workload, safety, personnel selection, training, productivity, reliability, human/machine interface, physiology, translation science, artificial intelligence, altered reality; assistive devices, display and control technologies, accidents, maintainability factors, and the myriad of other factors that may affect human performance outcomes within systems; and,
- Promote the application of new developments in psychology, physiology, neurobiology and behavior to aerospace performance challenges; and,
- Promote special sense (such as tactile, visual, and aural) function optimization in aerospace; and,
- Develop close relations and facilitate the interchange of information with other communities that have similar interests.

Article III. MEMBERSHIP

The AsHFA membership categories shall be as provided by Article I of the AsHFA Bylaws.

Article IV. GOVERNANCE

The governing body of the organization shall be the AsHFA Executive Committee as defined in the Bylaws, hereinafter referred to as the “Executive Committee,” which shall be constituted by officers of AsHFA described in Article V of the Constitution.

Article V. OFFICERS

The officers of AsHFA, eligibility, terms of elected service, duties, and nominations and election procedures shall be detailed in the Bylaws. These officers are part of the Executive Committee and the Non-Voting Board:

- Members of the Executive Committee (ExCOM) have the duties of attending ExCOM meetings, making motions, and voting. ExCOM is made of the President, the Immediate Past-President, the President-Elect, the Representative to the AsMA Council, the Secretary, Membership Officer, the Representative of Students, and the three Members-at-Large.
- Members of the Non-Voting (NV) Board have the right to attend ExCOM meetings and contribute to its deliberations, except for voting. Members of the NV Board are the Representative to the AsMA Nominating Committee, Historian, Treasurer, and Fellows Officer.

Officers shall constitute at a minimum of:

- One (1) President-Elect, one (1) President, one Immediate Past-President, three (3) Members-at-Large, one (1) Representative of Students, one (1) Representative to the AsMA Council, one (1) Membership Officer, and one (1) Secretary as elected by the accredited membership of AsHFA; *and*
- One (1) Representative to the AsMA Nominating Committee, one (1) Historian, and one (1) Treasurer, as elected by the Executive Committee; *and.*
- One (1) Fellows Officer elected by the AsHFA's Fellows Group.

Article VI. **COMMITTEES**

The committees of AsHFA shall consist of such standing committees or special committees as may be provided for in the Bylaws. Unless otherwise provided, committees shall serve for the term of the President.

Article VII. **MEETINGS**

Section 1. AsHFA shall hold at least one Annual Business Meeting during the Annual Scientific Meeting of AsMA each year as detailed in the Bylaws. The President may hold additional meetings during the year.

Section 2. A quorum required for a vote at the Annual Business Meeting to be considered valid on issues brought before the membership shall consist of the presence of not less than 10 (ten) percent of the total accredited membership of AsHFA as specified in Section 2 of Article IV (Voting, Nominations and Elections) of the Bylaws.

Article VIII. **FUNDS**

AsHFA shall be a non-profit organization, supported by funds consisting of annual dues, assessments, contributions, bequests, fees, and income derived from any source in accordance with existing laws and regulations. Accounting and financial reporting shall be provided by the Treasurer in accordance with the Bylaws, see Article III (Officers) Section 5-g.

Article IX. **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, newly revised (4th Ed.), shall cover the procedures at all meetings unless otherwise provided by the Bylaws. Link: <http://www.rulesonline.com/rror-09.htm#49>

Article X. **DURATION**

AsHFA is intended to exist perpetually.

Article XI. **AMENDMENTS OF CONSTITUTION**

The Constitution of AsHFA may be amended by:

- two-thirds affirmative vote of the accredited membership constituting a quorum present at the Annual Business Meeting, or by two-thirds affirmative vote of those ballots (distributed to the accredited membership) returned and constituting a quorum as provided in the Bylaws; *and*
- providing such amendments to the Constitution have been either
- presented and read at the preceding annual business meeting; *or*

- circulated to the membership at least 30 days prior to the final vote on the proposed amendments. Circulation shall be carried out by publication in the newsletter of AsMA, publication in the AsHFA newsletter, and distribution via mail or electronic media (such as email, Facebook, Twitter, LinkedIn and other appropriate social media or websites) to the last known physical or electronic address of the membership as provided to the Membership Officer and in accordance to the Bylaws.

BYLAWS

Article I. MEMBERS

Members are expected to: maintain good standing in their profession; exhibit professional behavior, and demonstrate integrity and respect of the Association, its members, and all other individuals who may interact with the same. Matters involving ethics and professionalism shall be addressed in accordance with AsMA's Bylaws. Members are also expected to support the organization's vision/mission/objectives; maintain their current contact information; and participate in organization's activities such as voting.

Section 1. There are two (2) categories of AsHFA membership.

1. Member. A member of AsHFA shall be a person who:
 - a. is a current and credited AsMA member in good standing (Annual Member, 3 Year Member, Life Member, Emeritus Member, Technician Member, or Student/Resident Member);
 - b. has a field of study, research, interest or employment in the area of Aerospace Human Factors; and
 - c. has an active AsHFA membership.
2. Affiliate Member. An affiliate member of AsHFA shall be
 - a. An individual who has a field of study, research, interest or first-time employment in the area of Aerospace Human Factors;
 - b. has an active AsHFA membership (an affiliate member need not be a member of AsMA).

Section 2. AsHFA Fellows. A Fellow of AsHFA shall be a person who:

- a. is a current AsMA member in good standing (Member, Life Member, Emeritus Member, Technician Member, or Student/Resident Member);
- b. has had five (5) years of work related to Aerospace Human Factors;
- c. has a minimum of five (5) continuous years as an accredited Member in good standing in AsHFA; and
- d. has been nominated by an AsHFA member and elected by AsHFA's Fellows Group for unusual and outstanding contribution or performance in the field of Aerospace Human Factors, in accordance with the rules determined by the Fellows Group, as written in the Policy and Procedure document. Newly elected Fellows shall be approved by the AsHFA's Fellows Group and shall be announced at the Annual Business Meeting of the Aerospace Human Factors Association.

Section 3. Pay dues. The membership carries for one calendar year after dues are received.

Section 4. Creditable membership in good standing. Once elected to membership, creditable membership in good standing shall be defined by dues status and maintenance of current AsMA membership in good standing (Member, Life Member, Emeritus Member, Technician Member, or Student/Resident Member). Only accredited Fellows and Members are reported on the AsHFA membership roster to AsMA and are eligible to vote on AsHFA matters.

- a. A "Creditable" or "accredited" status is defined by: being a current member of AsMA as confirmed with the AsMA staff; and being current, or less than three (3) *years* delinquent, in payment of AsHFA dues.

- b.** On renewal, delinquent Members must pay delinquent dues in order to re-establish continuous good standing in the organization. Foregoing payment of delinquent dues will result in a recorded gap in membership status. Members who are no longer accredited in good standing shall be dropped from the membership roster. Once dropped from the membership roster, Members must re-apply for membership as provided in Section 1 above.
 - c.** On renewal, delinquent Fellows are encouraged but not required to pay delinquent dues in order to re-establish continuous good standing in the organization. Fellows who are no longer accredited in good standing shall be transferred from the active membership roster to a historical Fellow roster. Fellows may be reinstated to active status by paying the entire amount of delinquency dues.
- Section 5.** On all matters calling for action by the membership of AsHFA, each accredited Fellow and Member shall have one vote. Affiliate Members may participate in all activities of AsHFA with the exception being entitled to vote or hold office

Article II. AsHFA EXECUTIVE COMMITTEE

- Section 1.** There shall be an Executive Committee, as specified in Article IV (Governance) of the AsHFA Constitution, consisting of all Officers of AsHFA as specified in Article III (Officers) of these Bylaws.
- Section 2.** The Executive Committee shall have general supervision of the affairs of AsHFA. All actions of the Executive Committee affecting rules of governance (e.g., Constitution and Bylaws) are subject to approval of the membership as provided in Sections 1 and 2 of Article IV (Voting,

Nominations, and Elections) of the Bylaws. The Executive Committee shall have authority to make and execute policy, plans, or other actions to accomplish AsHFA's objectives as allowed for and in accordance with these Bylaws. For the purposes of voting, a quorum is considered all members of the Executive Committee with a two-thirds (2/3) vote of the Executive Committee members required to pass.

Section 3. Finances. The Executive Committee shall receive and review reports from the Treasurer on the financial status and accounting of AsHFA. Changes in annual dues and assessments of any special dues shall be approved by a two-thirds (2/3) vote Executive Committee. At a minimum, membership dues shall be assessed annually by the Treasurer of AsHFA during the week of the Annual Scientific Meeting of AsMA. The fiscal year of AsHFA will coincide with the calendar year.

Section 4. The President shall nominate committee chairs and may solicit nominations from the Executive Committee, see Article V (Committees) of these Bylaws.

Article III. **OFFICERS**

Section 1. The officers of AsHFA are AsHFA accredited members elected by either the general accredited membership or the Executive Committee as specified in this Section.

- a. Officers elected by the AsHFA general accredited membership shall include:
 - 1) President-Elect;
 - 2) Three (3) Members-at-Large;
 - 3) Student Representative;

- 4) Secretary;
- 5) Representative to the AsMA Council;
- 6) Membership Officer.

b. Officers selected by the Executive Committee shall include:

- 1) Representative to the AsMA Nominations Committee;
- 2) Treasurer;
- 3) Historian;

c. Officer elected by the AsHFA's Fellows Group:

- 1) Fellows Officer

Section 2. Any officer cannot hold more than one position within the Executive Committee and the Non-Voting Board. Only in case of death, incapacity, or resignation (see Article III (Officers) Section 7 of these Bylaws), the Executive Committee may appoint a member to serve in more than one position in the Executive Committee and the Non-Voting Board.

Section 3. Eligibility. Only the membership of AsHFA accredited in accordance with Article I (Members) Section 4 of these Bylaws and in a current due paid status shall be eligible for Nominations as Officers.

Section 4. Terms of service.

- a.** The term of the *President-Elect* is per se only once, lasting one year, followed by one year as President and then one year as Immediate Past-President, for a total of three (3) sequential years of service.
- b.** The three-year terms for each *Member-at-Large* shall be staggered with one position coming up for election each year. That Member-at-Large whose three-year term coincidentally expires in the same year as that the three-year term of the Representative to the AsMA Council is an automatic nominee for election as the new

Representative to the AsMA Council, contingent on their continued willingness to serve.

- c. *The Secretary, Historian, the Representative to the AsMA Nominating Committee, the Representative to the AsMA Council and the AsHFA Fellows Officer* shall each be elected to a three-year term.
- d. The *Treasurer* shall serve for a minimum of three (3) years up to a maximum of five (5) years with reaffirmation of two-thirds (2/3) of the Executive Committee members.
- e. The *Student Representative* shall serve for one-year.
- f. Officers shall assume their terms of office on the first day following the close of the AsHFA annual business meeting after their election. They shall hold office until their successors are elected and accept office in their stead.

Section 5. Duties.

- a. President. The President shall preside at all meetings of AsHFA; act as Chair of the Executive Committee; exercise supervision over the affairs of AsHFA with the approval of the Executive Committee; and perform such other duties as are incidental to the office or as may properly be required by vote of the Executive Committee. The President shall submit a list of the incoming Officers of AsHFA, prepared by the Secretary, to the AsMA Executive Director.
- b. President-Elect. The President-Elect shall serve as the Chair of the Nominations and Elections Committee and assume the duties of President in the absence or incapacity of the President.
- c. Immediate Past-President. The Immediate Past-President shall serve as Chair of the Awards Committee and re-assume the duties of

President in the absence or incapacity of the President and the President-Elect.

- d. Representative to the AsMA Council. The Representative to the AsMA Council shall perform the duties and accept the responsibilities specified in the AsMA Bylaws. The Representative shall annually present a written report of AsHFA status and activities to the AsMA Council at both the AsMA Annual Scientific Meeting and the mid-year Council meeting. The Representative shall provide an updated, current roster of creditable members, prepared by the Membership Officer, to the AsMA Executive Director by January 1 of each year as specified in the AsMA Bylaws.
- e. Members-at-Large. The Members-at-Large shall serve as members of the Nominations and Elections Committee as provided in Section 5 of Article V (Committees) of these Bylaws; may be designated to provide assistance to the Program Committee, Membership Committee, Representative to the AsMA Council, or Representative to the AsMA Nominating Committee; or be given special assignments at the discretion of the President.
- f. Secretary. The Secretary shall keep the minutes and records of all meetings of AsHFA ExCOM; disseminate and present meeting minutes and other records; issue calls and notices of meetings; and assist the Association, as required, with project management activities, see Article II (AsHFA Executive Committee) of these Bylaws.
- g. Treasurer. The Treasurer shall have custody of all funds and property of AsHFA; collect any special dues or assessments that may be voted in accordance with Section 4 of Article II (AsHFA Executive Committee) of these Bylaws; make disbursements as authorized by

the Executive Committee; report the financial status of the organization on a regular basis, and, maintain records of members' dues status.

- h. AsHFA Representative to the AsMA Nominating Committee.** The AsHFA Representative to the AsMA Nominating Committee shall be knowledgeable with AsMA's nominations procedures; shall understand the AsMA Bylaws; and shall perform the duties and accept the responsibilities specified in the AsMA Bylaws.
- i. Historian:** The AsHFA Historian shall be an accredited AsHFA member and shall have at least five (5) continuous years of experience as AsHFA Officer. The Historian shall document or provide documents of the history of the Association.
- j. Student Representative:** The AsHFA Student Representative shall be currently enrolled in a University as an undergraduate, graduate, postdoctoral student, or fellow. The Student Representative shall promote the purpose and objectives of the Association (see Article II of the Constitution), and opportunities within AsHFA (such as the AsHFA Awards) with other student members within their respective institutions.
- k. The Membership Officer.** The AsHFA Membership Officer shall receive applications for membership (except election to Fellow), examine the credentials submitted, and make recommendations accompanied by the data regarding the applicants to the Executive Committee by the requirements set in Section 1 of Article I (Members) of these Bylaws. The membership officer shall compile the AsHFA Membership Directory, update contact information of each AsHFA member and remind them to pay membership's dues; provide

an updated, current roster of creditable members to the Representative to the AsMA Council for submission to the AsMA Executive Director as specified in the AsMA Bylaws; and serve as AsHFA Representative in the AsMA Membership Committee.

- I. Fellow Officer. The AsHFA Fellows Officer shall serve as a member of the Non-Voting Board and shall oversee the nomination and election process of AsHFA Fellows.

Section 6. No concurrent service. No member may serve concurrently in two (2) elected positions of AsHFA. If an officer is elected to another office in AsHFA, he/she must resign from the first office before assuming the duties of the second in accordance with Article III (Officers) Section 2 of these Bylaws.

Section 7. Officer death, incapacity, resignation, or removal. In the case of death, incapacity, or resignation of any Officer, the Executive Committee shall, a two-thirds (2/3) vote, elect a successor to serve until the next annual business meeting (see Article III (Officers) Section 2). The office shall then be filled by an officer nominated and elected during the next regularly scheduled Association's elections. When, in the judgment of the Executive Committee, an elected officer of AsHFA has failed to perform his or her duties, the Executive Committee may remove that officer from office if two-thirds (2/3) of the members of the Executive Committee vote for removal. If an officer is removed from an Association's office, the Executive Committee shall, by a two-thirds (2/3) vote, elect a successor to serve until the next annual business meeting. The office shall then be filled by an officer nominated and elected during the next regularly scheduled Association elections.

Article IV. **VOTING, NOMINATIONS, AND ELECTIONS**

Section 1. Voting by the membership on any matter may take place either by ballot distributed via mail or electronic media, *or* at a regularly scheduled meeting as provided in Sections 1 of Article VII (Meetings) of the Constitution. A quorum necessary for a vote to be considered valid shall be required as provided in Section 2 (Article IV of the Bylaws) below and Section 2 of Article VII (Meetings) of the Constitution.

Section 2. Quorum. A quorum must be present or exist for voting to be considered valid on issues brought before the membership for decision. At the annual business meeting, a quorum shall consist of the presence of not less than 10 (ten) percent of the total accredited membership of AsHFA. For issues brought before the membership by ballot distributed by mail or electronic media, a quorum shall exist when the number of returned ballots constitutes not less than 10 (ten) percent of the ballots distributed to the accredited membership.

Section 3. Passage of items brought for a vote before the accredited membership shall require:

- a.** Two-thirds (2/3) affirmative vote for amendments to the Constitution as provided in Article XI (Amendments) in the Constitution or for amendments to the Bylaws as provided in Article VII (Amendment of Bylaws) of these Bylaws.
- b.** Majority vote on all other matters, except as provided for specifically in the following Sections of this Article.

Section 4. The officers of AsHFA elected by the general accredited membership shall be nominated and elected by the accredited membership of AsHFA according to a *preferential voting system*.

- a. Voting shall be by ballot distributed via mail or electronic media or at a regularly scheduled meeting as provided in Sections 1 and 6 of this Article.
- b. Exception: The Representative to the AsMA Nominating Committee, the Historian, and the Treasurer shall be elected by a two-thirds (2/3) vote of the Executive Committee (see Article II, Section 2 of these Bylaws).
- c. Members of the Non-Voting Board vote only if a request of vote is sent to the membership by the Executive Committee (see Article V of the Constitution).

Section 5. Nominations. The Chair of the Nominations and Elections Committee shall transmit, via mail or electronic media, a nomination ballot each year to the membership of AsHFA at a time designated by the Executive Committee. The nominations ballot will solicit write-in nominees using a preferential voting system, specifying that nominees will be submitted in rank order preference (e.g., first preference should be listed as #1, second preference as #2, etc.). The Executive Committee may also nominate candidate(s) for each office to be filled, who may or may not be among the nominees submitted by the membership. Acceptance of the nomination shall be sought of each potential candidate prior to their official nomination for the position.

- a. Each year the nomination ballot shall provide places to solicit up to three (3) nominees each for each vacating position. The ballot shall strongly encourage the accredited membership to ensure in advance that their nominees are willing to serve prior to submitting their nominations.

- b. Following the return of the nomination ballots from the membership to the Chair of the Nominations and Elections Committee, the Committee will tally the votes for nominees by rank order preference. Each vote tallied will receive preferential weighting using a point-assignment system (for example, first preference votes may receive 5 points each, second preference votes may receive 3 points each, and third preference votes may receive 1 point each). Nominees for each office will be ranked based on their point totals.
- c. The Committee shall confirm that all nominees are willing to serve and confirm which position a person wishes to be a candidate for in the event that they are among the top nominees for more than one office. The Committee shall prepare a slate of candidates for each office as follows:
 - i. The names of a minimum of two but no more than three (preferred) nominees shall be in the nominations ballot.
 - ii. The nominees presented shall be based on the results of the nominations ballot and may include the name of a person nominated by the Nominations and Elections Committee.
 - iii. The nominees for the position of Representative to the AsMA Council shall include the name of the Member-at-Large of the Executive Committee who will complete the term of that office in the year of election (if willing to serve), see Article III (Officers) of the Bylaws, Section 4-b.

Section 6. Elections. The Chair of the Nominations and Elections Committee, shall transmit, via mail or electronic media, the election ballot each year to the accredited membership of AsHFA with a deadline designated by the Executive Committee. The election ballot will present the slate of candidates

prepared by the Nominations and Elections Committee a month before the annual meeting. The ballot shall use a preferential voting system, specifying that voters rank the candidates for each office by rank order preference (e.g., first preference should be listed as #1, second preference as #2, etc.).

- a.** Following the return of the election ballots from the membership to the Chair of the Nominations and Elections Committee, the Committee will tally the votes by rank order preference. Each vote tallied will receive a preferential weighting using a point-assignment system (for example, first preference votes may receive 5 points each, second preference votes may receive 3 points each, and third preference votes may receive 1 point each).
- b.** The candidate with the highest number of points as certified by the Committee is declared the winner for that office. The Chair of the Nominations and Elections Committee will announce the winners at the Annual Business Meeting.
- c.** In the event of a tie vote, a run-off election using a preferential voting system (as above) will be conducted by the Chair of the Nominations and Elections Committee either via mail or electronic media to all membership, with votes tallied and results certified by the Committee.

Article V. **COMMITTEES**

Section 1. The committees of AsHFA shall consist of such standing committees as may be provided by these Bylaws, and such special committees as may be established by a two-thirds (2/3) vote of the Executive Committee.

Section 2. Committee Chairs. The President shall nominate committee chairs and may solicit nominations from the Executive Committee. Committee chairs are confirmed by a two-third (2/3) vote of the Executive Committee (see Article II, Section 2 of these Bylaws). Committee chairs can serve for up to three (3) years with concurrence of two-third (2/3) vote of the Executive Committee members.

Section 3. Committee Members. The Committee Chair shall solicit volunteers to serve on the committee. Committee members may include AsHFA members and members of the Non-Voting Board. Committee members can serve for up to three (3) years with concurrence of the Committee Chair.

Section 4. The Program Committee shall be a standing committee consisting of up to three (3) persons, one of which will act as Chair. The committee shall solicit ideas from the membership and recommend panels, symposia, and other programs in cooperation with the AsMA Program Committee for the annual AsMA meeting and for any other meetings in which AsHFA participates.

Section 5. The Policy and Procedures Committee shall be a standing committee consisting of up to three (3) persons, one of which will act as Chair. The committee shall suggest policy and procedures written for guiding the Officers in the execution of the Constitution and Bylaws. **This Committee shall update the Policy and Procedures document with a two-thirds (2/3) vote of the Executive Committee** (see Article II, Section 2 of these Bylaws).

Section 6. The Publicity Committee shall be a standing committee consisting of three (3) or more persons. At the request of the Executive Committee, the Chair, in collaboration with the Membership Officer and the Treasurer, shall publish and distribute, by appropriate print and/or electronic means, the

AsHFA Membership Directory. The committee shall publish in various venues (social media, electronic mail, written newsletter, etc.) describing AsHFA events and activities of interest to the membership. Regarding electronic communications through social media (such as Facebook, Twitter, and LinkedIn) or appropriate website:

- a. The content shall promote the objectives of the Association as in Article II of the Constitution.
- b. Electronic communications shall not be used as a tool for self-promotion or commercial purposes of any member of AsHFA and shall not promote any topic or activity that may be interpreted to represent a conflict of interest.

Section 7. The Nominations and Elections Committee shall be a standing committee consisting of the President-Elect as Chair and the three (3) Members-at-Large of Executive Committee. The committee shall carry out the provisions of Article IV (Nominations and Elections) of these Bylaws.

Section 8. The Awards Committee shall be a standing committee consisting of the Immediate Past-President as Chair, the President-Elect, and President. The committee shall solicit submissions for the AsHFA awards (e.g., Henry L. Taylor Founder's Award, Stanley N. Roscoe Award, William E. Collins Award), evaluate the submissions, and determine the award winner. The chair will announce the winner at the annual business meeting.

Article VI. AWARDS

AsHFA has three annual Awards. Criteria are set by the foundations supporting the annual AsHFA Awards. These awards are:

- a.** The Henry L. Taylor Founder’s Award. The University of Illinois, Institute of Aviation established an Aerospace Human Factors Association endowment to fund the Henry L. Taylor Founder’s Award, given in recognition of outstanding contributions in the field of Aerospace Human Factors. The Aerospace Human Factors Association annually presents this award to an individual meeting the following criteria: (1) research and publications; (2) special original contributions (e.g., equipment, techniques, and procedures); or (3) general leadership in the field (e.g., teacher, director of laboratory, officer scientific societies, etc.). The Institute of Aviation provides a \$500.00 honorarium to the selected recipient who will provide a luncheon presentation during the year following their award announcement.
- b.** The Stanley N. Roscoe Award. The award is presented for the best Doctoral Dissertation written in a research area related to Aerospace Human Factors. This award includes an honorarium of \$500.00 (provided by the Institute of Aviation, University of Illinois, United States). Criteria include (a) significance of the problem and innovativeness of the approach; (b) review of related research; (c) effectiveness of the research design and analysis; (d) interpretation of results; (e) theoretical and practical value of the work; and (f) clarity of writing.
- c.** The William E. Collins Award. The William E. Collins Award is sponsored by AsHFA and presented for the “Outstanding Human Factors Publication of the Year” for work completed during the previous calendar year. This award includes a plaque and an

honorarium of \$500.00 for the first author and certificates for the coauthors. Publications considered for the William E. Collins Award are limited to peer-reviewed papers and do not include books, book chapters, proceedings, technical reports, abstracts, or presentations. Criteria for judging the publication award include (a) scientific quality (i.e., significance of the problem, innovativeness of the approach, review of related research, effectiveness of the research design and analysis, interpretation of results, and clarity of writing), (b) relevance to advancing the scientific field of human factors, and (c) utility and ease of application to practitioners in the field of human factors.

Article VII. AMENDMENT OF BYLAWS

The Bylaws of AsHFA may be amended by:

- a. Two-thirds (2/3) affirmative vote of the accredited membership constituting a quorum present at the Annual Business Meeting; or by two-thirds affirmative vote of ballots distributed to the accredited membership constituting a quorum returned as provided in these By-Laws; and
- b. providing such amendments to the Bylaws have been presented, read, and discussed at the preceding annual business meeting;
- c. and circulated to the membership at least one month prior to the final vote on the proposed amendments. Circulation shall be carried out by publication in the AsHFA newsletter, and/or distribution via electronic communication to the last known digital address of the membership.

- END -