

Rules and Regulations of the Section of Pediatric Neurological Surgery of the American Association of Neurological Surgeons and the Congress of Neurological Surgeons

Article I
Name and Objectives

Section 1. Name

The name of the Section shall be the Joint Section on Pediatric Neurological Surgery of the American Association of Neurological Surgeons (AANS) and the Congress of Neurological Surgeons (CNS).

Section 2. Objectives

The objectives of the Section shall be to enhance and assure the advancement of the subspecialty of pediatric neurological surgery by:

- a) Serving as a forum for the intimate exchange of ideas and information among a group of neurological surgeons whose interests are directed towards the infant and child.
- b) Serving as a vehicle through which the Board of Directors of the AANS and the Executive Committee of the CNS can be apprised of the activities and the advances in the subspecialty of pediatric neurosurgery.
- c) Serving as a resource for the Board of Directors of the AANS and the Executive Committee of the CNS for conducting special studies and proposing solutions to problems in pediatric neurosurgery when directed to do so.
- d) Serving as a Section to assist the AANS and CNS to advance education, research and patient care in the area of pediatric neurological surgery.

Article II Membership

Section 1. Classes of Membership

- a) **Active Member.** Active membership shall consist of neurological surgeons who are members of the AANS or CNS and who profess a true interest in the surgery of the pediatric patient. . Active members must give proof of good professional standing, and hold unrestricted licenses to practice medicine in the United States of America, its Territories, or one of the Provinces of Canada, or of the Republic of Mexico, and must be actively engaged in the practice of neurological surgery, unless by unanimous vote of the executive committee, a specific exception to this rule is deemed advisable. Active (Foreign) members are those who reside outside the United States, Canada, or Mexico, but who are active members of the AANS or CNS. Active members shall be the only members with a vote in the affairs of the Section.

- b) **Associate Member.** Associate membership may be accorded to those individuals who qualify as Associate Members of the AANS or CNS and who have an interest and an expertise in the area of pediatric neurosurgery. The total Associate Membership shall not exceed 10% of the Active Membership of the Joint Section.

- c) **Honorary Member.** Honorary membership may be conferred in accordance with the Rules and Regulations of the American Association of Neurological Surgeons.

- d) **International Member.** International members shall be practicing neurosurgeons residing outside the United States of United States of America, Canada or the Republic of Mexico who do not qualify as Active (Foreign) members. They shall be neurological surgeons who are certified or recognized by the peer review process in their native country. They shall be proposed and chosen because of their national and international recognition, devotion and contribution to neurological science. International members may serve on committees and as consultants, but may not vote, hold office or committee chairs.

Section 2. Election to Membership

Election to all categories of membership shall be by approval of the Membership Committee, the Executive Council and a vote of three-fourths of the active membership present at a regular business meeting.

Section 3. Procedure for Application for Membership

- a) A candidate must meet the qualifications for membership as set forth in Article II, Section 1 of these Rules and Regulations.
- b) A candidate for membership shall apply in writing to the Joint Section and submit the names of two references that are active members of the Joint Section. A candidate for international membership shall apply in writing to the Joint Section and submit the names of three references, at least one of whom shall be an AANS Active, Active (Foreign) or International Member from the applicant's country, or an individual of international stature in that country or geographical region. The proposal shall be submitted to the membership committee at least 30 days prior to its meeting, and must be accompanied by a curriculum vitae written in English.
- c) The Membership Committee shall investigate the credentials of a candidate for membership.
- d) After approval of the Membership Committee, the candidate shall be presented to the Executive Council.

Section 4. Procedure for Election to Membership

- a) If a candidate is approved by a majority of the Executive Council, the name or names of the proposed members shall be circulated for comments to the members of the Section one month prior to the business meeting occurring at any of the meetings of the Joint Section.
- b) Election to membership requires an affirmative vote of three-fourths of the active membership present at the business meeting.

Section 5. Successful Candidates

Successful candidates shall be installed at the business meeting at the time of their election. New members shall be notified in writing of their election to membership in the Joint Section.

Section 6. Rejected Candidates

All rejected candidates shall be reviewed by the Executive Council prior to notification of the candidate. The Executive Council may request reconsideration of the candidate by the Membership Committee.

Section 7. Termination of Membership

Membership shall be terminated when a member fails to pay annual dues for two years in a row, or is disqualified for membership in the American Association of Neurological Surgeons or the Congress of Neurological Surgeons.

Article III Dues

Section 1. Dues

Dues for members will be set by the Executive Council of the Joint Section at the annual business meeting. Members will be notified by mail of the dues assessment.

Section 2. Payment of Dues

Active members will be responsible for paying dues. Associate members, and international members will be responsible for paying dues, at 50% of the rate for active members.

Section 3. Special Assessments

The Executive Council shall have the power to impose special assessments when deemed necessary with the consent of three-fourths of the active members present at a regular business meeting.

Section 4. Power to Waive Dues

The Executive Council shall have the discretionary power to waive the payment of dues of active members in the case of hardship which, in its opinion, warrants such action.

Article IV Officers

Section 1. Officers

The Officers of the Joint Section shall be the Chairperson, Chairperson-Elect, Secretary and Treasurer.

Section 2. Terms of Officers

- a) The Chairperson shall serve a term of two years.
- b) The Chairperson-Elect shall serve a term of two years, elected in such a manner that the term coincides with that of the Chairperson. Following completion of the Chairperson's term, the Chairperson-Elect will succeed the Chairperson, without further election.
- c) The Secretary shall serve a term of two years, elected in such a manner that the term is coincident with that of the Chairperson.
- d) The Treasurer shall serve a term of two years, elected in such a manner that the term is coincident with that of the Chairperson.

Section 3. Executive Council

The Executive Council of the Section shall consist of the Officers, the immediate past Chairperson and four members-at-large. Members-at-large of the Executive Council shall be nominated by the Nominating Committee and approved by the Executive Council. They shall be elected by a majority vote of the membership at a business meeting. Each member-at-large shall serve a term of two years.

Section 4. Duties of Officers

a) Chairperson.

It shall be the duty of the Chairperson to preside at all meetings of the Joint Section and to see that the rules are properly enforced in all affairs of the Section. The Chairperson shall be the Chairperson of the Executive Council and an *ex-officio* member of all committees of the Joint Section. The Chairperson shall assume office at the end of the annual meeting of the AANS and shall continue in that office for two years. In the event of vacancy of any office in the Section it shall be the privilege of the Chairperson, with the concurrence of the Executive Council, to

appoint an interim officer or committee member. The past Chairperson will be responsible for selecting the recipient of the Franc Ingraham Lifetime Achievement Award.

b) **Chairperson-Elect.**

The Chairperson-Elect shall exercise the duties instead of the Chairperson, in the latter's absence or inability to serve. The Chairperson-Elect shall have such powers and fulfill such duties as the Executive Council may periodically prescribe. The Chairperson-Elect is responsible for the duties associated with selecting the future sites of annual meetings.

c) **Secretary.**

It shall be the duty of the Secretary to keep a true and accurate record of the proceedings of the Section, preserve all books, papers and articles that belong to the Joint Section, and to provide the central office of the AANS and CNS with current membership information. The Secretary shall conduct all correspondence of the Joint Section. The Secretary shall send notice of all meetings to each member at the appropriate time and notify all members of committee appointments. The Secretary shall act as Secretary of the Executive Council.

d) **Treasurer.**

It shall be the duty of the Treasurer to keep the accounts of the Section and to collect all monies due the Section. The Treasurer and the Chairperson shall be authorized to expend such funds as are necessary and payment of the expenses of the Section, and to keep accurate records of all transactions.

Section 5. Election of Officers

The Officers of the Section shall be nominated by the Nominating Committee and approved by the Executive Council. The election of Officers requires a majority vote of the members present at the business meeting. Nominations may be made from the floor before voting.

Article V Meetings

Section 1. Frequency of Meetings

Meetings of the Section shall be held twice yearly.

Section 2. The Winter Meeting

- a) The Winter Meeting of the Joint Section on Pediatric Neurological Surgery of the AANS and CNS shall be in the last quarter of the year. This meeting shall be known as the Annual Meeting.
- b) This Winter Meeting shall be an executive, business and scientific session held independently of the annual meetings of the AANS and CNS
- c) The expenses of this meeting shall be met by the membership of the Joint Section.

Section 3. The Spring Meeting

- a) The Spring Meeting of the Joint Section of Pediatric Neurological Surgery shall be held in conjunction with the annual meeting of the AANS.
- b) This meeting shall be an executive, business and scientific session.
- c) This scientific session will be open to all members and guests of the American Association of Neurological Surgeons.

Article VI Committees

Section 1. Standing Committees

The Standing Committees of the Joint Section shall consist of:

- a) **Executive Council.** It shall be the responsibility of the Executive Council to oversee the function and efficient working of the Section. It shall function in the role of a Board of Directors for the Joint Section. The Executive Council, under leadership of the Chairperson, shall be responsible for all functions of the Section during the intervals between the semi-annual meetings. The Executive Council shall recommend suspension for any member who fails to pay dues for more than two years. Suspension shall occur with a three-quarters vote of the members at the business meeting. Similarly, if a member fails, for any reason, to maintain the standards of the AANS or CNS, the Executive Council may suspend such a member. Members-at-large elected to the Executive Council shall serve a term of two years.

- b) **Nominating Committee.** The Nominating Committee shall consist of the immediate Past-Chairperson and the preceding two Past-Chairpersons of the Section. The Chairperson of the Nominating Committee will be the immediate Past-Chairperson of the Section. It shall be the responsibility of the Nominating Committee to present candidates for office. Nominations from the floor may be presented before balloting.

- c) **Membership Committee.** The Membership Committee shall consist of three members appointed by the Chairperson, with the approval of the Executive Council, to serve two years. It shall be the responsibility of this committee to evaluate completed applications from prospective members and to present eligible candidates to the membership by letter one month prior to their being voted upon by the membership of the Section. It shall also be the responsibility of the Membership Committee to examine individuals proposed for membership to be sure that they are compatible with the Joint Section and the AANS and CNS.

- d) **Program Committee.** The Program Committee shall consist of five members. Three of these members will serve *ex-officio* and will be the Chairperson (who will serve as the Chairperson of the Program Committee), the Secretary and the Treasurer. The fourth member of the committee will be the Annual Meeting Chairperson. The fifth member will be the Chairperson of the CME Committee. If the Section Chairperson is also the Annual Meeting Chairperson, another member will be appointed by the Section Chairperson and approved by the Executive Committee. The

Program Committee will be charged with the responsibility of reviewing abstracts submitted for presentation and assisting the Annual Meeting Chairperson in the planning of the scientific portion of the program. The Committee is charged with the responsibility of ensuring that the scientific session of the Annual Meeting represents matters of interest and concern to the membership of the Joint Section.

e) **CME Committee.**

The CME Committee is composed of a Chairperson, Vice Chairperson and 1-3 additional members, approved by the Section Chairperson and Executive Committee. The Committee has the following responsibilities:

- To ensure that CME credit is obtained for attendees of the Annual Meeting
- To organize pediatric programs for the Section at the Annual Meetings of the American Association of Neurological Surgeons and of the Congress of Neurological Surgeons
- To oversee the review and judging process of submitted manuscripts and awarding of the Shulman and Hydrocephalus Awards

- f) **Rules and Regulations Committee.** The Rules and Regulations Committee shall consist of three members appointed by the Executive Council to serve two years. This committee shall have the responsibility of keeping the Rules and Regulations up to date and of changing the Rules and Regulations when needed. The Rules and Regulations may be amended, adopted, or repealed at any regular business meeting by a vote of three-fourths of the active members present.

Section 2. Ad-Hoc Committees

The Chairperson shall have the power to appoint such special *ad-hoc* committees as may be required in the best interest of the Joint Section.

Article VII Awards

The Executive Council may, under the regulation, which it adopts, offer awards for investigations, contributions, special lectures, special guests or developments in the areas of interest to the Joint Section. The cost of such awards may be defrayed from the funds of the Section or from any funds which may be donated, entrusted or bequeathed to the Section for such purposes.

Article VIII Guests

Section 1. Member Guests

Members shall not be limited as to the number of guests invited to the Annual Meeting. Guests invited to the Spring Meeting held in conjunction with the annual meeting of the AANS must abide with the bylaws of the AANS. The member shall be responsible for the registration and other fees generated by their guests.

Section 2. Official Guests

The Executive Council shall be empowered to select official guests who shall participate in the scientific program. When the scientific program is held at the Spring Meeting in conjunction with the AANS, the Program Committee of the AANS shall be notified of such official guests so that they may be properly identified. Payment for such guests shall be the responsibility of the Joint Section.

Section 3. Notification

The Secretary shall be notified in writing of any guest invited to either of the meetings of the Joint Section by the member two weeks prior to the meeting.

Article IX Gifts

The Executive Council shall have the power to accept gifts in the name of the Section.

**Article X
Quorum**

The membership present at any business meeting of the Joint Section shall constitute a quorum for the conduct of business.

**Article XI
Order of Business**

The order of procedure of the business meeting shall be as follows:

- 1) Call to order
- 2) Approval of the minutes
- 3) Reports of Officers and Committees
- 4) Election and Report of Election of Officers, Directors, and Nominating Committee
- 5) Election of Honorary Members
- 6) New Business
- 7) Adjourn

**Article XII
Parliamentary Procedure**

The deliberations of the Section shall be governed by parliamentary procedure as contained in “Roberts’ Rules of Order”, unless otherwise determined by vote.

**Article XIII
Rules and Regulations**

Section 1. Change

The Rules and Regulations may be adopted, amended, or repealed after the proposed changes have been circulated to the membership at least 30 days prior to the business meeting and there is an affirmative vote from at least three-fourths of the active membership present at the business meeting.

Section 2.

The Rules and Regulations of the Joint Section shall take effect immediately upon their adoption or revision.

**Article XIV
Miscellaneous**

Section 1.

No part of the income or assets of the Joint Section shall accrue to the benefit of any single individual or group of individuals except for the membership of the Joint Section as a whole.

Section 2. Dissolving the Joint Section

Should for any reason it become apparent the purposes for which the Joint Section was created are no longer valid, the Section may be dissolved by affirmative vote of three-fourths of the membership at a business meeting. The proposal to dissolve the Section must be submitted to the membership in writing, at least thirty days prior to the vote. Final dissolution of the section will also require approval by both parent bodies (the AANS and CNS).

**Article XV
Oversight**

These Rules and Regulations are subject to oversight by the parent bodies as outlined in Article XI of the CNS bylaws and article IX of the AANS bylaws.