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RULES AND REGULATIONS

OF THE

JOINT SECTION ON DISORDERS OF THE SPINE AND PERIPHERAL NERVES

OF THE

AMERICAN ASSOCIATION OF NEUROLOGICAL SURGEONS

AND

CONGRESS OF NEUROLOGICAL SURGEONS

Proposed Revisions Entered 11/3/92

ARTICLE I

Name

This Section shall be named, known and styled as:

The Joint Section on Disorders of the Spine and Peripheral Nerves of the American Association of Neurological Surgeons and the Congress of Neurological Surgeons

It is an affiliate Section of the parent organizations, the American Association of Neurological Surgeons and Congress of Neurological Surgeons, and as such, members are also bound by the Rules and Regulations of the parent organizations.

ARTICLE II

Objectives and Functions

Section 2.01

The objectives of this Section shall be:

- A. To foster the use of spinal neurosurgical methods for the treatment of diseases of the spinal neural elements, the spine and peripheral nerves.
- B. To advance spinal neurosurgery and related sciences, to improve patient care, to support meaningful basic and clinical research, to provide leadership in undergraduate and graduate continuing education, and to promote administrative facilities necessary to achieve these goals.

Section 2.02

The function of this Section shall be:

- A. To provide a forum for education and research on basic form and function of the spinal neural elements and spine toward the improvement of spinal neurosurgical procedures that alleviate human disease and suffering through treatment of the spinal disorders. Within such consideration will be the surgical procedures used in the treatment of congenital-developmental, traumatic, neoplastic, degenerative, vascular, infectious-inflammatory, and toxic-metabolic diseases of the spinal neural elements, the spine and peripheral nerves.
- B. To cultivate and provide leadership in promoting excellence in the quality of spinal and peripheral nerve neurosurgery.
- C. To coordinate activities and programs relating to the spinal neural elements, the spine and peripheral nerves for the parent organizations and other societies, committees, and agencies.
- D. To represent the parent organizations, at their discretion, at any organization or group on matters relating to the spinal neural elements, the spine and peripheral nerves.
- E. To advise the parent organizations of activities which relate to diseases and surgery of the spinal neural elements, the spine and peripheral nerves by other individuals, groups, and/or agencies.

ARTICLE III Membership

Section 3.01

There shall be five classes of membership:

- NO Retired Category*
- A. **Active:** Active members of the American Association of Neurological Surgeons or Congress of Neurological Surgeons who have a special interest in spinal disorder.
 - B. **Associate:** Individuals who qualify as associate members of the American Association of Neurological Surgeons or Congress of Neurological Surgeons.
 - C. **Honorary:** The Executive Committee may grant honorary membership to such qualified physicians or scientists who in their opinion, merit such recognition. They shall not be required to pay dues and shall not have the privilege of voting or holding office or committees.
 - D. **Corresponding:** Corresponding members shall reside beyond the limits of the United States of America and Canada, and they shall be chosen because of their devotion and contributions to spinal neurosurgery. They shall be required to pay dues. They shall not have the privilege of voting and holding elective office. However, they may serve as members of special committees. They need not be corresponding members or the equivalent of the American Association of Neurological Surgeons or Congress of Neurological Surgeons.
 - E. **Adjunct:** Adjunct members shall be physicians or scientists of other collateral or related fields who are active in the area of spinal disorders but are not members of the American Association of Neurological Surgeons or Congress of Neurological Surgeons. Each adjunct member must be sponsored by two active members and must be approved by unanimous vote of the Joint Section on Disorders of the Spine and Peripheral Nerves Executive Committee.
 - F. **Resident:** Resident members of the American Association of Neurological Surgeons and Congress of Neurological Surgeons who have a special interest in spinal disorders.
- NON-Resident*

Section 3.02 Responsibilities and Privileges

Only active members shall vote and hold elective office.

Section 3.03 Disclaimer

No form of membership in this section should be interpreted as endorsing the qualifications of the respective member to perform operations on the human patient. Members who use their membership for advertising purposes in any way shall forfeit this membership.

Section 3.04 Applications for Membership

Applications should be made in writing to the Secretary of the Joint Section on Disorders of the Spine and Peripheral Nerves. These shall be reviewed by the Executive Committee of the Section and presented to the membership at the first annual meeting occurring 90 or more days after receipt of the completed application.

Section 3.05 Dues and Assessments

Dues and assessments shall be determined by majority vote of the active members at the meeting following mailing of recommendations by the Executive Committee to the members.

Section 3.06 Termination of Membership:

- A. Membership shall terminate if any member (other than honorary, corresponding, or adjunct) ceases to be a member of either the American Association of Neurological Surgeons or Congress of Neurological Surgeons.
- B. Membership shall be terminated if dues or assessments be delinquent by one or more years and no response is received within 30 days following a reminder.
- C. Membership shall terminate upon receipt by the Secretary of a letter of resignation.

ARTICLE IV Officers and Executive Committee

Section 4.01

The control of the Joint Section on Disorders of the Spine and Peripheral Nerves shall be vested in the Executive Committee, seven in number, who shall manage the affairs of the Section in conformity with the Rules and Regulations of the American Association of Neurological Surgeons and Congress of Neurological Surgeons. Only active members who are active members of both the American Association of Neurological Surgeons and Congress of Neurological Surgeons shall be officers or members of the Executive Committee.

Section 4.02 Officers

The officers of this Section shall be the Chairperson, Chairperson-Elect, Immediate Past-Chairperson, Secretary, and Treasurer.

Section 4.03 Executive Committee

The Executive Committee shall consist of the five officers, two Members at large, the Newsletter Editor, the Exhibits Chairperson and the Annual Meeting Chairperson. Ex-officio members may be appointed at the discretion of the Chairperson.

Section 4.04 Tenure of Office

The Chairman shall serve a term of two years. The Secretary and Treasurer shall serve a term of three (3) years and may not serve more than two consecutive terms. The Members at Large of the Executive Committee shall assume a term of three (3) years and may not serve more than two consecutive terms. All officers and members of the Executive Committee shall assume office July 1 of the year elected.

The Chairperson shall serve a term of one year. The Secretary and Treasurer shall serve a term of 3 years and may not serve more than two consecutive terms. The Members at Large of the Executive Committee shall assume a term of 3 years and may not serve more than two consecutive terms. All officers and members of the Executive Committee shall assume office at the end of the Annual Meeting of the Joint Section in February of the year elected.

Section 4.05 Duties:

- A. **Chairperson:** The Chairperson shall preside at all meetings of the Section. The Chairperson shall appoint all committees not otherwise provided for, and shall perform all such other duties as appertain to the office of Chairperson. The Chairperson shall be an ex officio member of all committees with the right to vote only in the case of a tie vote. The Chairperson shall supervise the execution of all rules.
- B. **Chairperson-Elect:** The Chairperson-Elect shall be a voting member of the Executive Committee and shall assume the responsibility of the Chairperson in the case of absence, death, resignation or inability to act of the Chairperson.

- C. **Secretary:** The Secretary shall keep an accurate record of the proceedings of meetings of the Section and the Executive Committee and shall conduct all correspondence for the Executive Committee. The Secretary shall issue printed or written notice of all meetings of the Section and The Executive Committee, and shall perform such other duties pertaining to this office, as may be required from time to time by the Executive Committee. The Secretary, in conjunction with the AANS office, shall be responsible for maintaining a current roster of the membership.
- D. **Treasurer:** The Treasurer shall keep an accurate record of the collections and disbursements of funds, shall pay all financial obligations incurred by the Joint Section.
- E. **Executive Committee:** The Executive Committee shall supervise and effect an efficient management of the Joint Section, review applications for membership, and recommend, challenge or reject the applications, and report annually, or when requested to the parent organizations on all activities of the Joint Section. It is the duty of the Secretary to bring forth membership applications for review.
- F. The officers and Executive Committee shall be held blameless for all activities of this Joint Section or for activities done in its name, except for any theft from the organization or for willful and malicious conduct.
- G. **Election of Officers and Executive Committee.** It shall be the duty of the immediate past Chairperson of the Joint Section to convene the Nominating Committee in December of each year. The slate of nominees for new officers and members of the Executive Committee shall be circularized to the full voting membership within the first 15 days of January of each year. Only those ballots received from the voting membership by March 15 will be counted. A person shall be considered elected if the person receives a simple majority of the cast vote.
- G. **Election of Officers and Executive Committee.** It shall be the duty of the immediate past Chairperson of the Joint Section to convene the Nominating Committee in October of each year at the CNS Annual Meeting. The slate of nominees for Chairperson-elect will be presented to the Executive Committee in October. In February, the slate is presented and nominations are taken from the floor. Fifteen days after presentation, the full ballot will be circulated to the full voting membership. Every three years the Nominating Committee will present the slate of candidates for Secretary/Treasurer following the above policy.

ARTICLE V Standing Committees

Section 5.01 Education Committee

The Education Committee shall serve to coordinate and assist the American Association of Neurological Surgeons and the Congress of Neurological Surgeons in selecting scientific papers and developing programs. There shall be two subcommittees of the Education Committee, one to work with the American Association of Neurological Surgeons and the other to work with the Congress of Neurological Surgeons. Additional subcommittees may be formed as necessary to coordinate, and/or develop scientific and educational programs for other organizations. The Chairperson of the Education Committee shall be appointed by the Chairperson of the Joint Section.

Section 5.02 Coordinating Committee for Neurosurgical Organizations

This Committee shall help coordinate other spine related activities within neurosurgical organizations. The Committee Chairperson shall be a member of both parent organizations and of the Joint Section.

Section 5.03 Coordinating Committee for Organizations Extrinsic to Neurological Surgery.

This committee shall help coordinate and monitor various activities related to spinal disorders and peripheral nerves in organizations other than neurological surgery organizations affiliated with the parent organizations or the Joint Section, eg. governmental agencies and other medical specialties and societies. This committee shall inform the Executive Committee of the Joint Section of its activities by bi-annual written reports and as deemed necessary by the Joint Section Chairperson, Joint Section Executive Committee, or the Committee Chairperson. This Committee shall not speak or act in the name of the parent organizations of the Joint Section without the approval of the appropriate Executive Committee or Executive Committee. The Committee Chairperson shall be a member of both parent organizations and of the Joint Section.

Section 5.04 Nominating Committee

The Nominating Committee shall consist of four (4) members appointed by the Joint Section Executive Committee and the Committee Chairperson, the immediate past Joint Section Chairperson. One member shall be appointed each year with each appointment lasting four years. This committee shall mail their recommendations for new officers and members of the Executive Committee to the voting membership within the first fifteen (15) days of January of each year. The balloting shall be conducted by mail and only the ballots received on or before March 15 of the year of the election shall be counted. A simple majority of those voting shall be necessary to elect office.

The Nominating Committee shall consist of four (4) members appointed by the Joint Section Executive Committee and the Committee Chairperson. The immediate past Joint Section Chairperson shall serve as chairperson of the Nominating Committee. One member shall be appointed each year with each appointment lasting three years. This committee will present the slate of candidates to the Executive Committee in October. In February, the slate is presented and nominations are taken from the floor. Fifteen days after presentation, the full ballot will be circulated to the full voting membership. The balloting shall be conducted by mail and only the ballots received on or before March 15th of the year of the election shall be counted. A simple majority of those voting shall be necessary to elect an officer.

Section 5.05 Audit Committee

The Audit Committee shall consist of three (3) members. One member shall be appointed each year with the senior member acting as Chairperson. Their appointment shall last three (3) years. The Committee shall make a written annual report of the fiscal year, January 1 to December 31, to be submitted to the Executive Committee no later than October 1, immediately following the end of the fiscal year. This report shall be presented by the Joint Section Treasurer to the membership at the next business meeting after the end of the fiscal year.

Section 5.06 Annual Meeting Committee

The Annual Meeting Committee shall consist of six (6) members, three (3) to be appointed each year by the Executive Committee. One senior member shall be appointed to serve as the Committee Chairperson and serve as the Annual Meeting Chairperson. The two other senior members shall be appointed to serve as Scientific Program Chairperson and Exhibits Chairperson, respectively. The three newly appointed members shall be appointed to serve as Assistant Annual Meeting Chairperson, Assistant Scientific Program Chairperson, and Assistant Exhibits Chairperson and shall assume their respective responsibilities for the annual meeting the subsequent year.

Section 5.07 Newsletter Committee

The Newsletter Committee shall consist of two (2) members, one member appointed every two years. Their appointment shall last four (4) years. The senior member shall be Newsletter Editor for two (2) years. The junior member shall serve as Assistant Newsletter Editor.

Section 5.08 Scientific Committee

The Scientific Committee shall consist of three (3) members and the Committee Chairperson. The Chairperson and the members shall serve a three year term. The Executive Committee shall appoint a new member each year and a new Committee Chairperson every three years. This Committee shall conduct and coordinate the scientific and research activities of the Joint Section at the will of Joint Section Executive Committee. This Committee shall inform the Executive Committee of its activities by bi-annual written reports and as deemed necessary by the Joint Section Chairperson, Executive Committee, and Committee Chairperson. This Committee shall not speak or act in the name of the parent organizations and/or the Joint Section without approval of the appropriate Executive Committees.

Section 5.09 Awards Committee

The Awards Committee shall consist of five members, one member appointed by the Joint Section Executive Committee each year. Their appointment shall last five years and may be reappointed with the senior member acting as Chairperson. The chairperson of the awards committee may be appointed by the Chairperson of the Joint Section.

Section 5.10 Rules and Regulations Committee

The Rules and Regulations Committee shall consist of three (3) members, one member appointed by the Joint Section Executive Committee each year. Their appointment shall last three years with the senior member acting as Chairperson. This Committee shall review the Joint Section's Rules and Regulations and make written recommendations to the Executive Committee.

ARTICLE VI

Meetings

The Joint Section shall meet with the American Association of Neurological Surgeons and the Congress of Neurological Surgeons at their respective annual meeting. At these meetings, the Joint Section's Executive Committee may call special Business Meetings when required to conduct the activities of the Section. The Joint Section shall hold an Annual Scientific and Educational Meeting at a time that does not conflict with the annual meetings of the American Association of Neurological Surgeons and Congress of Neurological Surgeons, and shall hold the Joint Section's Regular Annual Business Meeting at that time.

Section 6.02 Quorum

At all Business Meetings of the Joint Section call by the Executive Committee, both regular and special, the majority of members present and voting at the time of the meeting shall constitute a quorum for the purposes of transacting the business of the Joint Section.

Section 6.03 Items Requiring Vote

Actions that require a vote of the membership before one of the Business Meetings of the Joint Section may be conducted by mail. Such an item may be sent to the voting members for mail vote, after approval of the Executive Committee. The ballots will be counted by the Secretary no earlier than sixty (60) days after they are sent to the members. Unless otherwise specified in the Rules and Regulations, a mail vote shall be determined by a simple majority of those who cast votes.

Section 6.04

Robert's Rules of Order shall govern the conduct of Executive Sessions of the Joint Section unless otherwise specified.

Section 6.05

The order of the Procedure of the Executive Session of the Joint Section shall be as follows:

- (1) The Call to Order
- (2) The Reading of the Minutes
- (3) Unfinished Business
- (4) Reports of the Executive Committee and Committees
- (5) Election of New Members
- (6) Appointment of Committees
- (7) New Business

ARTICLE VII Amendments to Rules and Regulations

Section 7.01

New or revised Rules and Regulations may be proposed by any active member, the proposed change or addition shall be mailed to the Chairman of the Rules and Regulations Committee. Within 30 days of receipt of the proposed revision, the proposed change or addition and the recommendations of the Rules and Regulations Committee regarding such proposals shall be submitted to the Secretary. The Secretary shall send the proposed change or addition and the recommendation to the active members ninety (90) days before the next meeting of the section for a vote of mail. Only those ballots returned on or before the meeting shall be counted. The change in the Rules and Regulations shall require a two thirds majority of those voting to be passed, subject to ratification of both the AANS Executive Committee and the CNS Executive Committee.

Attached please find the proposed revised rules and regulations for the Joint Section on Disorders of the Spine and Peripheral Nerves.

Throughout the document, the following changes have been made:

1. Chairman TO: Chairperson.
2. Bylaws TO: Rules and Regulations.
3. Spinal Neural Element in the Spine TO: Spinal Neural Element, The Spine and Peripheral Nerves.
4. Board of Directors TO: Executive Committee.