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DRAFT
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JOINT SECTION ON SPINAL DISORDERS
OF THE
AMERICAN ASSOCIATION OF NEUROLOGICAL SURGEONS
AND
CONGRESS OF NEUROLOGICAL SURGEONS

MEMBERSHIP

There are presently 417 Spine Section Members. Of these there are six types: A) Active; B) Associate; C) Honorary; D) Corresponding; E) Adjunct; and F) Resident. Members submit applications for membership in writing to the Secretary of this section.

MEMBERSHIP REQUIREMENTS

Active members must also be active in the AANS or CNS and have a special interest in spinal disorder.

Associate members have to qualify as associate members of the AANS or the CNS.

Honorary members are qualified physicians or scientists who merit such recognition. They don't have to pay dues and can not vote, hold office or hold committees.

Corresponding members reside beyond the limits of the USA and Canada. They are chosen for their devotion and contributions to spinal neurosurgery. They have to pay dues but they can't vote or hold office. However, they can serve as members of special committees. They do not have to also be corresponding members of the AANS or CNS.

Adjunct members are physicians or scientists of other related fields who are active in the area of spinal disorders but aren't members of the AANS or CNS. Adjunct members have to be sponsored by two active members and then approved by a unanimous vote of the Section's Board of Directors.

Resident members are either members of the AANS or the CNS who have a special interest in spinal disorders.

BOARD OF DIRECTORS AND OFFICERS

The first officers for this Section were elected in 1984.

The Section's Board of Directors consists of five Officers and two Officers at large. The officers are Chairman, Chairman-Elect, Immediate Past Chairman, Secretary, and Treasurer.

Presently, the Chairman and Chairman-Elect serve two year terms, but one year terms for these officers are currently being discussed. Both the Secretary and Treasurer serve three year terms. Members at Large serve for three years with no more than two consecutive terms. All of the above assume office on July 1 of the year they are elected.

CURRENT OFFICERS

Stewart B. Dunsker, M.D., Chairman
Edward S. Connolly, M.D., Chairman-Elect
Carole A. Miller, M.D., Secretary
Edward Tarlov, M.D., Treasurer
George W. Sypert, M.D., Immediate Past Chairman

SERVICES TO SECTION

MEMBERSHIP - Information, Records Maintenance, Data Input, Dues Invoicing.

COMMUNICATIONS - Awards Certificate Plaques, Stationary, Envelopes, AANS Newsletter, Section Newsletter, Conference Program Production, Periodic Mailings, Call for Abstracts Mailing, Exhibit Maintenance, Agenda Book Production.

FINANCIAL - Maintaining Accounts, Reporting, Assets Management/ Investments, Section Budget Preparation, Computerized General Ledger, Billing for Services.

CONFERENCE MANAGEMENT - Site Selection Negotiation, Meeting Budget Preparation, Abstract Program Management, Registration Processing, Poster Management, Hotel Instructions Developed, On-Site Materials Preparation, On-Site Management, Business Meeting Support, Chairman Liasons, CME Requirements.

EXHIBITION MANAGEMENT - Floorplan Development, Solicitation Mailing, Fees Collection, Exhibitor Requirements, On Site Management.

PUBLIC RELATIONS - Response to Media Requests.

AANS ANNUAL MEETING - Scientific Program Participation, Meeting/Event Requirements, Staffing of Committee Meetings, Minutes Preparation/ Handling.

CNS ANNUAL MEETING - Meeting/Event Requirements, Staffing of Committee Meetings.

AWARDS - The Mayfield Award.

Maintenance of Officer Lists.

RULES AND REGULATIONS
of the
JOINT SECTION ON SPINAL DISORDERS
of the
AMERICAN ASSOCIATION OF NEUROLOGICAL SURGEONS
and
CONGRESS OF NEUROLOGICAL SURGEONS
(as revised May, 30, 1985)

ARTICLE I. NAME

This section shall be named, known and styled as:

The Joint Section on Spinal Disorders
of the
American Association of Neurological Surgeons
and
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 bylaws 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 and spine.
- 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 and 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 and spine.
- B. To cultivate and provide leadership in promoting excellence in the quality of spinal neurosurgery.
- C. To coordinate activities and programs relating to the spinal neural elements and spine 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 and spine.

E. To advise the parent organizations of activities which relate to diseases and surgery of the spinal neural elements and spine by other individuals, groups, and/or agencies.

ARTICLE III. MEMBERSHIP

Section 3.01

There shall be five classes of membership:

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 Board of Directors 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 Spinal Disorders Board of Directors.

F. Resident: Resident members of the American Association of Neurological Surgeons and Congress of Neurological Surgeons who have a special interest in spinal disorders.

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

RE-EXAMINING 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 Spinal Disorders. These shall be reviewed by the Board of Directors 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 Board of Directors 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 BOARD OF DIRECTORS

Section 4.01

The control of the Joint Section on Spinal Disorders shall be vested in the Board of Directors, seven in number, who shall manage the affairs of the Section in conformity with the bylaws 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 Board of Directors.

Section 4.02

Officers. The officers of this section shall be the Chairman, Chairman-Elect, Immediate Past-Chairman, Secretary, and Treasurer.

Section 4.03

Board of Directors. The Board of Directors shall consist of the five officers, two Members at large.

Section 4.04

Tenure of Office. The Chairman shall serve a term of two years. 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 Board of Directors shall assume a term of 3 years and may not serve more than two consecutive terms. All officers and members of the Board of Directors shall assume office July 1 of the year elected.

Section 4.05

Duties

- A. Chairman. The Chairman shall preside at all meetings of the Section. The Chairman shall appoint all committees not otherwise provided for; and shall perform all such other duties as appertain to the office of Chairman. The Chairman shall be ex officio a member of all committees with the right to vote only in the case of a tie vote. The Chairman shall supervise the execution of all rules.
- B. Chairman-Elect. The Chairman-Elect shall be a voting member of the Board of Directors and shall assume the responsibility of the Chairman in the case of absence, death, resignation or inability to act of the Chairman.
- C. Secretary. The Secretary shall keep an accurate record of the proceedings of meetings of the Section and the Board of Directors and shall conduct all correspondence for the Board of Directors. The Secretary shall issue printed or written notice of all meetings of the Section and the Board of Directors; and shall perform such other duties pertaining to this office, as may be required from time to time by the Board of Directors.
- 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, and shall be responsible for maintaining a current roster of the membership.
- E. Board of Directors. The Board of Directors 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.
- F. The officers and Board of Directors 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 Board of Directors. It shall be the duty of the immediate past Chairman 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 Board of Directors 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 cast votes.

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 Chairman of the Education Committee shall be the Chairman 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 Chairman 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 in organizations other than neurological surgery organizations affiliated with the parent organizations or the Joint Section, e.g. governmental agencies and other medical specialties and societies. This Committee shall inform the Board of Directors of the Joint Section of its activities by bi-annual written reports and as deemed necessary by the Joint Section Chairman, Joint Section Board of Directors, or the Committee Chairman. This Committee shall not speak or act in the name of the parent organizations or the Joint Section without the approval of the appropriate Board of Directors or Executive Committee. The Committee Chairman 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 Board of Directors and the Committee Chairman, the immediate past Joint Section Chairman. 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 Board of Directors to the voting membership with 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.

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 Chairman. Their appointment shall last three (3) years. The Committee shall make a written annual report of the fiscal year, July 1 to June 30, to be submitted to the Board of Directors no later than August 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 to be appointed each year by the Board of Directors. One senior member shall be appointed to serve as the Committee Chairman and serve as the Annual Meeting Chairman. The two other senior members shall be appointed to serve as Scientific Program Chairman and Exhibits Chairman, respectively. The three newly appointed members shall be appointed to serve as Assistant Annual Meeting Chairman, Assistant Scientific Program Chairman, and Assistant Exhibits Chairman 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 Chairman. The Chairman and the members shall serve a three year term. The Board of Directors shall appoint a new member each year and a new Committee Chairman every three years. This Committee shall conduct and coordinate the scientific and research activities of the Joint Section at the will of Joint Section Board of Directors. This Committee shall inform the Board of Directors of its activities by bi-annual written reports and as deemed necessary by the Joint Section Chairman, Board of Directors, and Committee Chairman. This Committee shall not speak or act in the name of the parent organizations and/or the Joint Section without approval of the appropriate Board of Directors or Executive Committees.

Section 5.09

Awards Committee. The Awards Committee shall consist of three members, one member appointed by the Joint Section Board of Directors each year. Their appointment shall last three years with the senior member acting as Chairman. This Committee shall be responsible for soliciting applications for and selecting finalists for any Awards given by the Joint Section (e.g., the Mayfield Award). This Committee shall also recommend candidates for Honorary Membership to the Board of Directors.

Section 5.10

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

ARTICLE VI. MEETINGS

Section 6.01

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 Board of Directors 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 called by the Board of Directors, 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 Board of Directors. 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 bylaws, 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 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 Board of Directors and Committees
- (5) Election of new members
- (6) Appointment of committees
- (7) New business

ARTICLE VII. AMENDMENTS TO BYLAWS

Section 7.01

New or revised bylaws may be proposed by any active member, the proposed change or addition shall be mailed to the Chairman of the Bylaws Committee. Within 30 day of receipt of the propose revision, the proposed change or addition and the recommendations of the Bylaws 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 that meeting shall be counted. The change in the bylaws shall require a two thirds majority of those voting to be passed.