

**AANS/CNS Joint Section on Disorders of the Spine and Peripheral Nerves
Rules and Regulations
(Ratified March 18, 2016)**

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

Mission Statement

To advance spine and peripheral nerve patient care through education, research and advocacy.

Objectives & Functions

Section 2.01

The objectives of this Section shall be:

1. To foster the use of spinal neurosurgical methods for the treatment of diseases of the spinal neural elements, the spine and peripheral nerves.
2. 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:

1. 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.

2. To cultivate and provide leadership in promoting excellence in the quality of spinal and peripheral nerve neurosurgery.
3. 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.
4. To represent the parent organizations, at their discretion, at any organizations or group on matters relating to the spinal neural elements, the spine and peripheral nerves.
5. 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 nine classes of membership:

1. Active: Fellows of the American Association of Neurological Surgeons or active members of the Congress of Neurological Surgeons who have a special interest in disorders of the spine and peripheral nerves.
2. Associate: Individuals who qualify as associate members of the American Association of Neurological Surgeons or Congress of Neurological Surgeons.
3. Affiliate: Spine surgeons trained outside of North America and practicing in North America.
4. 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 serving on committees.
5. International: Corresponding members shall reside beyond the limits of North America, 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 the Congress of Neurological Surgeons.
6. 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 Fellows of the American Association of Neurological Surgeons or members of the 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. They shall be required to pay dues. They shall

not have the privilege of voting or holding elective office.

7. Resident: Resident members of the American Association of Neurological Surgeons or Congress of Neurological Surgeons who have a special interest in disorders of the spine and peripheral nerves.
8. Senior: Senior membership may be granted to any Active member 60 years of age or older who applies to the Secretary in writing, or to any Active member who retires from active practice. Senior members shall be exempt from payment of annual dues. Senior members may be reinstated to Active membership on request, subject to approval of the Executive Committee.
9. Medical Student: Medical students at allopathic medical schools in North America. The medical student's application must be signed by the Dean or medical director, verifying the student's status and expected graduation date. Medical student membership will expire upon graduation from medical school. If the student is accepted into an allopathic North American Neurosurgery residency program, the membership may be converted to Resident Membership.

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 human patients. Members who use their membership in the Joint Section for advertising purposes implying that they have special skills or training endorsed by the Joint Section shall forfeit this membership.

Section 3.04 Applications for Membership

Applications for membership should be made in writing to the Secretary of the Joint Section. Complete applications for each membership category shall be reviewed by the Executive Committee. Applications for Active membership will be presented to the membership for review in the Joint Section Newsletter. Ratification of Active membership applications will occur at the first Joint Section Annual meeting 60 or more days thereafter. The Executive Committee may confer all other membership status categories without vote of the Active membership of the Joint Section at the Annual meeting.

Section 3.05 Dues and Assessments

Dues and assessments shall be heard and reviewed by the Executive Committee of the Joint Section on Disorders of the Spine and Peripheral Nerves. Recommendations by the Executive Committee will be presented to the membership in the Joint Section Newsletter. Ratification of dues and assessments shall be determined by majority vote of the Active membership at the first Joint Section Annual meeting occurring 60 days or more thereafter.

Section 3.06 Termination of Membership:

1. Membership shall terminate if any member, (other than Honorary, Corresponding, Adjunct or Senior) ceases to maintain membership in either one or the other of the parent organizations (AANS or CNS).
2. Membership shall be terminated if dues or assessments are delinquent by one or more years and no response is received within 30 days following a reminder.
3. Membership shall terminate upon receipt by the Secretary of a letter of resignation.
4. Honorary, Corresponding, Adjunct or Senior membership may be terminated by a majority vote of the Joint Section Executive Committee, without vote of the Active membership.

ARTICLE IV

Officers & 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, 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 individuals who are Fellows of the American Association of Neurological Surgeons and/or active members of the 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, three Members at Large, the Media Chairperson, the Exhibits Chairperson, the Annual Meeting Chairperson, the Scientific Program Chairperson, and standing and ad hoc committee chairs. All past Section Chairs shall hold a lifetime non-voting position on the Executive Committee, as a means of maintaining Section consistency and corporate memory. Ex-officio members may be appointed at the discretion of the Chairperson.

Voting members shall be the five officers, the Media Chairperson, the Exhibits Chairperson, the Annual Meeting Chairperson, and the Scientific Program Chairperson.

Section 4.04 Tenure of Office

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 immediately following the Annual Joint Section Meeting.

Section 4.05 Duties:

1. 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.
2. 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 current Chairperson.
3. Immediate Past-Chairperson: The Immediate Past-Chairperson shall be a voting member of the Executive Committee and shall be the chairperson of the Nominating Committee.
4. 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-CNS office, shall be responsible for maintaining a current roster of the membership. It is the duty of the Secretary to bring forth membership applications for review. The Secretary will maintain a current complete copy of the Rules and Regulations of the Joint Section on Disorders of the Spine and Peripheral Nerves. The Secretary will maintain an active roster of the make-up of the Executive Committee of the Joint Section. The Secretary will serve as the liaison between AANS National Office representatives and the Executive Committee in assisting with the identification of future meeting sites.
5. Treasurer: The Treasurer shall keep an accurate record of the collections and disbursements of funds, and shall pay all financial obligations incurred by the Joint Section.
6. Members at Large: The Members at Large shall provide oversight of Ad-hoc Committee Heads and coordinate reports at the Executive Committee meetings at DSPN and CNS. Members at Large report to the Secretary and Section Chairperson.
7. 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.
8. 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.

9. 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 each year prior to the CNS Annual Meeting to define a slate of nominees for officers of the Joint Section. This slate of nominees for officers of the Joint Section will be presented to the Executive Committee when the Joint Section Executive Committee convenes at the CNS Annual Meeting. Following Executive Committee approval, the slate of candidates will be presented to the membership in the Joint Section Newsletter. Additional nominations can be made by any active member of the Section and seconded by another active member. Such nominations must be received in writing by either the Section Chairperson or Secretary not less than 30 days before the Joint Section Annual Business Meeting. Voting on all officer candidates will be conducted at the Annual Business Meeting.

Section 4.06 Vacancies

If a member of the Executive Committee is unable to readily fulfill the commitments of their designated position due to personal circumstance, illness or death, that position may be declared vacant by majority vote of the Executive Committee. Any such vacancy may be filled until the next Annual Business Meeting by the affirmative vote of a majority of members of the Nominating Committee.

If during the regular course of business a member of the Executive Committee (other than an officer) otherwise fails to meet their responsibilities in a timely manner, they may be replaced at the discretion of the Section Chairperson. The new appointment will be subject to renewal by the Section Chair at the time of the Executive Committee Meeting at the Annual Joint Section Meeting.

ARTICLE V

Committees

Committees for the Joint Section will consist of standing and ad hoc committees. On-going Chairperson responsibilities are contingent upon active participation at meetings and accomplishment of committee tasks. At a minimum, committee chairpersons are required to be present at the Executive Committee meetings held at the AANS/CNS Joint Section annual meeting and at the CNS annual meeting, with no more than one absence in any two-year period. Attendance is to be recorded by the Secretary. Failure to perform these duties may warrant review and dismissal by majority vote of the Executive Committee voting members.

Standing Committees

Unless otherwise noted, each standing committee shall be composed of a Chairperson (or Co-Chairs) selected by the Chairperson of the Executive Committee, in conjunction with the

Nominating Committee. The size of the standing committees and member selection will be determined by the Chair of the Executive Committee in conjunction with the Chairperson of the individual standing committees. With respect to committee activities and function, Standing Committee Chairs do not have oversight but report directly to the Secretary and Section Chair.

Section 5.01 Education Committee

The Education Committee shall consist of a chairperson appointed for a three year term. 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. The Education Committee shall also be responsible for strategies to ensure that continuing medical education (CME) requirements are met for Joint Section educational programs that offer CME credit. Additional subcommittees may be formed, at the discretion of the Education Committee chairperson in conjunction with the Executive Committee, as necessary to coordinate, and/or develop scientific and educational programs/strategies for the Spine Section or other organizations.

Section 5.02 Nominating Committee

The Nominating Committee shall consist of five members: the Chairperson of the Section, the Chairperson-elect of the Section, the immediate past Chairperson of the Section and the previous past two Chairpersons of the Section. The Immediate Past-Chairperson will chair the Nominating Committee. The most senior past Chairperson rotates off the committee each year as the Chairperson-elect joins the committee. This committee shall present candidates for the officer positions within the Joint Section to the Executive Committee at the time of the CNS Annual Meeting. Following Executive Committee approval, the slate of candidates will be presented to the membership in the Joint Section Newsletter.

Additional nominations can be made by any active member of the Section and seconded by another active member. Such nominations must be received in writing by either the Section Chairperson or Secretary not less than 30 days before the Joint Section Annual Business Meeting. Voting on all officer candidates will be conducted at the Annual Business Meeting.

The Nominating Committee will also be responsible for providing nominations to the Section Chairperson for other Executive Committee positions. The Chairperson of the Section will have final say over these positions, except as they pertain to Executive Committee Officers outlined in the preceding paragraph.

Section 5.03 Annual Meeting Committee

The Annual Meeting Committee shall consist of three members: the Annual Meeting Chairperson, the Scientific Program Chairperson, and an additional member appointed each year by the Executive Committee. For each subsequent year, the appointed additional member assumes the role of the Scientific Program Chairperson, the Scientific Program Chairperson assumes the role of the Annual Meeting Chairperson, and the Annual Meeting Chairperson

rotates off the committee. The Exhibits Committee Chairperson shall not be a member of the Annual Meeting Committee.

Section 5.04 Media Committee

The Media Committee shall consist of two members, with one member appointed every four years. Their appointment shall last four years, with terms staggered by 2 years. One of the two members of the Media Committee shall be appointed by the Section Chair to be the Newsletter Editor. The Media Committee shall be responsible for the section website, newsletter, and other media opportunities requiring regular contributions. Additional subcommittees may be formed as necessary to coordinate and/or develop media strategies.

Section 5.05 Research and Awards Committee

The Research and Awards Committee shall consist of up to seven (7) members, each serving a three-year term. At least two members of the Research and Awards Committee should have subspecialty expertise in peripheral nerve. Member terms shall be staggered by three years. The Executive Committee shall appoint up to 2 new members each year. The Committee Chairperson is appointed by the Section Chair for a three-year term and may be reappointed for one additional three-year term. The Committee shall be responsible for soliciting applications for and selecting finalists and awardees for the Research Awards, Fellowship Awards, the International Fellowship Awards, and the Mayfield Award(s). The nomination and selection of candidates for the Meritorious Service Medal will not be the responsibility of this Committee, but will be the responsibility of the Past-Chairperson, the current Chairperson, and the Chairperson-Elect of the Joint Section.

Section 5.06 Rules and Regulations Committee

The Rules and Regulations Committee shall consist of up to three (3) members, with up to 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. Changes in the Rules and Regulations approved by the Executive Committee must be ratified by the AANS Board of Directors and the CNS Executive Committee. Approved changes or amendments must be presented and explained to the membership in the Joint Section Newsletter. Rules and Regulations thus presented will be voted upon by the membership at the next Joint Section Annual Meeting. A two-thirds majority is required for ratification.

Section 5.07 Payor Response Committee

Officially formed on March 9, 2011, the mission of the Payor and Policy Response Committee is to promote access to beneficial surgical care for patients with spinal disorders affected by payors and health care policies, through evidence based research, education, and proven outcomes. The Payor and Policy Response Committee has a vision to provide our patients with access to the highest quality surgical spine care. The Committee comprises of a Director, Associate Director, and four Quadrant Directors (Northeast, Southeast, Northwest, Southwest) along with committee

members selected by the Director. Additional committee members or subcommittees may be added or removed as necessary to coordinate and craft payor and policy responses. The Committee Director and Associate Director must have been evidence based medicine (EBM) trained along with having completed a AANS coding and reimbursement course, and is appointed by the Section Chair for a three-year term and may be reappointed for additional terms.

5.08 Peripheral Nerve Task Force

The Peripheral Nerve Task Force shall consist of a chairperson appointed by the Section Chairperson for a three year term, renewable for up to one subsequent three year term. The role of the Peripheral Nerve Task Force is to coordinate and assist the Joint Section to entrench and enhance peripheral nerve surgery within neurosurgery through promotion of clinical excellence, research activity, educational initiatives and advocacy. Additional subcommittees may be formed, at the discretion of the Peripheral Nerve Task Force chairperson in conjunction with the Executive Committee, as necessary to accomplish this mandate.

Ad Hoc Committees

Ad hoc committees may be created to address Spine Section needs requiring more detailed or committed work than can be accomplished at an Executive Committee meeting. They are created and dissolved at the discretion of the Spine Section Chair depending on the changing needs of the Section. Oversight of these committees is provided by the Spine Section Chair. Committee work is reported at Executive Committee meetings at the discretion of the Chair.

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 meetings. 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 called by the Executive Committee, both regular and special, the majority of Active 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 Active membership of the Joint Section will be presented to the membership in the Joint Section Newsletter, or by separate electronic mailing. Voting will occur at the next Joint Section Annual meeting.

In the event of an action that the Executive Committee believes requires membership consideration before, and distinct from the Joint Section Annual meeting, the action may be presented to the Active membership by special electronic mailing. Returned 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 & Regulations

Section 7.01

New or revised Rules and Regulations may be proposed by any active member. The proposed change or addition shall be communicated 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 proposal shall be submitted to the Secretary for consideration at the next Joint Section Executive Committee meeting.

Upon approval by the Joint Section Executive Committee, the proposed changes will be presented to the AANS Board of Directors and the CNS Executive Committee for ratification.

Rules and Regulation changes or amendments thus approved will be presented to the membership in the Joint Section Newsletter.

Discussion and ratification of proposed Rules and Regulations changes shall occur at the next Joint Section Annual meeting, 60 days or more thereafter.

Any change in the Joint Section Rules and Regulations shall require a two-thirds majority of the Active members present at the annual Joint Section business meeting.

ARTICLE VIII

Disclosure and Management of Potential Conflicts of Interest for the Executive Committee

Disclosure and management of potential conflicts of interest for the Executive Committee will be in accordance with the guidelines established by both the AANS and the CNS.