

**RULES AND REGULATIONS
OF THE
SECTION ON TUMORS
OF THE
AMERICAN ASSOCIATION OF
NEUROLOGICAL SURGEONS
AND THE
CONGRESS OF NEUROLOGICAL SURGEONS
(Revised May, 2018)**

In these rules and regulations the sponsoring organizations, “The American Association of Neurological Surgeons” may be referred to by its initials AANS and “The Congress of Neurological Surgeons” may be referred to by its initials CNS.

ARTICLE I:

Name and Purpose

Section 1

Name. The name of the organization shall be the Section on Tumors of the American Association of Neurological Surgeons and the Congress of Neurological Surgeons.

Purpose. The purpose of the Section shall be:

- A. To provide a forum for education and research on tumors of the nervous system.
- B. To coordinate activities and programs relating to nervous system tumors for the AANS and CNS and other societies, committees, and agencies.
- C. To represent the AANS and the CNS when requested by executive action, at any organization or group on matters relating to tumors.
- D. To advise the AANS and the CNS of activities arising from other individuals, groups and/or agencies which relate to nervous system tumors.

ARTICLE II:

Officers And Executive Committee

Section 1

The Officers of the Section shall consist of a Chair, Past Chair, and, Secretary-Treasurer (all of whom must be active members of both the AANS and CNS).

Section 2

The Chair shall serve a term of two years and will start his or her term at the end of the AANS meeting.

Section 3

The Secretary-Treasurer shall serve a two-year term and will start his or her term at the end of the AANS meeting.

Section 4

The Past Chair shall serve a two year term and will start his or her term at the end of the

AANS meeting.

Section 5

The Chair shall preside at all meetings of the Section and the Executive Committee. If it is impossible for the Chair to preside, the Secretary-Treasurer will preside in the absence of the Chair.

Section 6

The Secretary-Treasurer shall keep an accurate record of the proceedings of the meetings of the Section and the Executive Committee. He/she shall conduct all for the Section. He/she shall collect all dues and assessments from the members, keep correct records of the collections and disbursement of the funds, pay all financial obligations of the Section from its funds and preside at meeting when the Chair is absent.

Section 7

The Executive Committee (EC) shall consist of the three officers, and the Subcommittee Chairs and Committee Members.

Section 8

The Executive Committee

- A. Shall supervise and affect an efficient management of the Section.
- B. Shall review applications for membership and recommend candidates for membership to the Section.
- C. Shall report annually or when requested to do so, to the AANS and CNS on all activities of the Section.

Section 9

Election of Secretary-Treasurer and Officer Succession

A. Election of Secretary-Treasurer:

1. Following the CNS meeting prior to the AANS in which the two year terms of the Secretary-Treasurer and the Chair will expire and succession will occur, the Past Chair will solicit nominations from the EC members and communicate the deadline when such nominations must be made.
2. Each EC Chair or Member may nominate at most two EC members for the position of Secretary-Treasurer to the Past Chair. Nominees for Secretary-Treasurer must be members of the EC to insure working knowledge of the management of the Tumor Section.
3. The Past Chair will tabulate the nominations. The nominees with the top two votes will be included in the final election. If there is a two or three way tie for the number of votes, both or all three (respectively) nominees will be included in the final election. If there is a tie for the second most votes, these two nominees will be included along with the nominee with the most votes on the final election.
4. The Past Chair will notify the EC of the final two (or in the exceptions noted above, three) candidates and set the deadline for voting and report the results to the Tumor Section membership within the first 15 days of January leading up the AANS in which succession will occur. Each eligible voter may vote for one of the candidates. If there are 3 candidates, election will require a 50% of the ballots. If in this instance, 50% is not achieved, the candidate with the least votes will be removed from the ballot and the

election re-run with the top two candidates. This will occur expeditiously after the prior final vote deadline.

5. Eligible voters for nominations and elections will consist of the EC members whose names are published in the most recent available Tumor Section Newsletter, and the Advisory Council and who have attended at least one of the prior three EC Meetings. The intent of this is to insure that election occurs with working knowledge of the candidates. The current Secretary-Treasurer will adjudicate eligibility of voters. Resolution of any disputes or ambiguities will be addressed by the Secretary-Treasurer, Past Chair, and Bylaws Chair.

6. The newly elected Secretary-Treasurer will assume office at the completion of the next AANS meeting.

7. The Past Chair will tabulate the votes. A tie vote for Secretary-Treasurer will be resolved with a re-vote amongst the Chair, Secretary-Treasurer, and Past Chair. The votes of the Past Chair, Chair, and current Secretary-Treasurer will be used to adjudicate tie votes. The Past Chair will report the results to the Tumor Section membership within the first 15 days of January leading up the AANS in which succession will occur.

8. The newly elected Secretary-Treasurer will assume office at the completion of the next AANS meeting.

B. Succession to the Chair: At the completion of the Secretary-Treasurer's term, he or she will automatically succeed to the position of Chair. He or she will assume the office at the AANS meeting.

C. Succession to the Past-Chair: At the completion of the Chair's term, he or she will automatically succeed to the position of Past Chair for a term of two years and will start at the AANS meeting.

Section 10

Appointment of the Executive Council

The Chair will appoint EC chairs and committee members for a two-year term of office to commence at the AANS meeting. The representative of the Young Neurosurgeons Committee will be proposed to the Chair by the Young Neurosurgeons Committee. The Chair will then appoint this proposed individual to a one-year term of office.

Section 10

Succession in the Event of Resignation, Removal, Disability, or Death

A. Chair

1. Secretary-Treasurer immediately becomes the Acting Chair and will normally succeed to position of Chair, except as noted in subsection 3.

2. The newly vacated secretary-treasurer's position will be filled by election after the next CNS meeting for installation at the next AANS meeting.

3. If this occurs in the first year of the Chair's term, this results in an Acting Chair who has less than one year experience serving as Secretary-Treasurer. As in Section A, the Secretary-Treasurer becomes Acting Chair. He or she will consult with the Advisory Board to determine whether the Acting Chair will become Chair directly or whether the Past Chair should serve an interim term as Chair of up to one year (ending at the end of the next AANS meeting). The intent is to allow the Secretary-Treasurer an opportunity to learn efficient management of the

Tumor Section. At the end of such an interim term, the Secretary-Treasurer will succeed to the Chair and the newly vacated secretary-treasurer's position will be filled as in Section 10.A.2.

4. After the Acting Chair succeeds to the Chair, he or she will serve a term of 2 years.

5. The Past Chair will remain until filled again by regular succession.

B. Secretary-Treasurer

1. An election to fill the vacated secretary-treasurer position will be filled as per Section 10.A.2. to fill out the remainder of the term of the secretary-treasurer.

2. In the event of a vacancy of the secretary-treasurer position, the Chair, in consultation with the Past Chairs and EC, may appoint an assistant from the EC to carry out secretary-treasurer responsibilities until an election is held to fill the secretary-treasurer position.

C. Past Chair

1. The chair will appoint a previous Chair to the Past Chair position until normal succession can resume.

2. When the Past Chair becomes Interim Chair because that office has been vacated, the Chair will appoint a previous Section Chair to serve as Past Chair during the Interim Term.

D. EC Chairs or committee members:

1. The Chair will appoint a replacement to serve out the remainder of the term.

Section 11

For the transaction of business at the EC meetings, a quorum of members consisting of at least half of the EC membership must be present.

ARTICLE III:

MEMBERSHIP

Section 1

Active members of the Section shall be active members of the AANS or CNS who have demonstrated a special interest in tumors of the nervous system. Only active members may hold office and vote.

Section 2

Honorary membership may be granted to certain non-neurosurgeons chosen from recognized leaders in the field of neurological sciences. They may serve on committees but may not vote or hold office. They are absolved from dues and need not attend the Annual Meeting of the AANS or the CNS. They must be sponsored by two active members, approved by the Executive Committee of the Section and accepted by a majority of active members voting at a meeting. Honorary membership in the Section must not be construed as membership in either the AANS or CNS. This category is limited to a maximum of 10% of the total active membership.

Section 3

Associate membership shall include senior members of the CNS as well as associate, lifetime, and senior members of the AANS. Associate members will be able to attend general functions of the Section and to serve on committees. They will not be required to pay dues and may not hold office or vote in general elections.

Section 4

Adjunct membership will be granted to non-neurosurgeons who, by reason of special knowledge or expertise, would significantly contribute to the function of the Section. An adjunct member must be sponsored by two active members and must be approved by two-thirds of the EC. Adjunct members will be assessed one-half of the annual active membership dues and will receive all benefits of membership except that they may not vote or hold office. Adjunct membership in the Section must not be construed as membership in either the AANS or CNS. The Executive Committee will regularly review the status of adjunct members and can terminate a member by two-thirds vote.

Section 5

International membership will be available to international members of the CNS and corresponding members of the AANS. International members will be assessed the full annual active membership dues and will receive all benefits of membership except that they may not vote or hold office.

Section 6

In-training membership will be automatically granted to all neurosurgical residents and fellows who are in good standing in ABNS-approved residency training programs and neurooncology fellowship training programs, respectively. Residents and fellows must be members of both the AANS and CNS. In-training membership will also be granted to international residents in training and neurooncology fellows in training who provide documentation from their residency program director and fellowship director (or equivalents), respectively. Fees for membership will not be assessed. Residents and fellows may not vote or hold office.

Section 7

Medical student membership will be granted to medical students who apply and who are medical student members of both the AANS and CNS. Dues will not be assessed; journal subscription will not be included. Medical student members may not vote or hold office.

Section 8

Dues and assessments shall be determined by majority vote of the active members at the meeting following mailed recommendations by the EC.

Section 9

Termination of Membership

- A. Active membership shall terminate if an individual ceases to hold membership in either parent organization.
- B. Membership shall terminate if dues are delinquent by more than one year and no response is received within 30 days following a written reminder.
- C. Membership shall terminate upon receipt by the Secretary of a letter of resignation.

ARTICLE IV

Section 1

The Standing Committees of the Section shall be as follows:

Advisory Board to the EC

Awards Committee

By-Laws Committee

Clinical Trials Committee
Education Committee
Guidelines Committee
History Committee
International Committee
Journal of Neuro-Oncology Committee
Medical Neuro-Oncology Committee
Membership Committee
Membership Services Committee
Newsletter Committee
Nominating Committee
Pediatrics Committee
Program Committee
Radiosurgery Committee
SANS Committee
Skull Base Committee
Spine Committee
Research Committee
Washington Committee
Young Neurosurgeons Committee

Section 2

A majority of each committee shall constitute a quorum.

Section 3

Such other committees or task forces may be formed and appointed as deemed necessary by the EC.

ARTICLE V:

MEETINGS

Section 1

General meetings shall be held at least once yearly, during the annual meeting of the AANS or the CNS. These meetings will serve to convey information to the general membership and not for conduction of business transactions or other formal decision making. Additional meetings may be held at the discretion of the EC. All business transactions and formal decision-making will be held at the semi-annual meeting of the EC.

Section 2

Mail Ballot

Actions that require a vote of the membership before the annual meeting of the Section may be conducted by mail. Such an item may be sent to the active members for a mail vote, after approval of the EC. The ballots will be collected no earlier than sixty (60) days after they are sent to the members. Unless otherwise specified in the By-Laws, a mail vote shall be determined by a simple majority of those who cast votes.

Actions that require a vote of the EC, such as section membership, may be conducted by email. Such an item may be sent to the EC for an email vote. Ballots will be collected within two weeks after they are sent. Unless otherwise specified in the By-Laws, a vote

shall be determined by a simple majority of those who cast votes.

Section 3

Procedure

All meetings will be conducted according to Robert's Rules of Parliamentary Procedure.

ARTICLE VI:

AMENDMENTS

Section 1

New or revised By-Laws may be proposed by any active member if the proposed change or addition is mailed to the Secretary-Treasurer at least 120 days before an open membership meeting of the Section. It shall be sent to the active members at least ninety (90) days before the next meeting of the Section for a vote. Only those ballots returned on or before the meeting shall be counted. A change in the By-Laws shall require a two-third majority vote.

ARTICLE VII:

ELECTRONIC VOTING

Section 1

Anywhere in these Bylaws where notices are required or voting is conducted, it may be done by electronic means, in whole or in part, under terms approved by the EC so long as the procedure ensures the right of all members to vote and reasonably protects the confidentiality of each member's vote. A change to the Bylaws requires a 2/3 majority of Tumor Section members.