

RULES AND REGULATIONS
OF THE
SECTION ON TUMORS
OF THE
AMERICAN ASSOCIATION OF
NEUROLOGICAL SURGEONS
AND THE
CONGRESS OF NEUROLOGICAL SURGEONS

**(Revised and Approved by the Section March, 2023
Ratified by AANS April 2023 and CNS June2023)**

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, Chair-Elect, Secretary, Treasurer, and Past-Chair (all of whom must be active members of both the AANS and CNS).

Section 2

The **Chair** shall serve a one-year term, commencing at the end of the annual AANS meeting.

Section 3

The **Chair-Elect** shall serve a one-year term, commencing at the end of the annual AANS meeting.

Section 4

The **Treasurer** shall serve a one-year term, commencing at the end of the annual AANS meeting.

Section 5

The **Secretary** shall serve a one-year term, commencing at the end of the annual AANS meeting.

Section 6

The **Past-Chair** shall serve a one-year term, commencing at the end of the annual AANS meeting.

Section 7

The **Chair** responsibilities include but are not limited to: 1. presiding over all meetings of the Section and the Executive Committee during their term, 2. appointing the Executive Committee members, 3. meeting with the officers within 7 days after the end of the annual AANS meeting to review the Section's Standard Operational Procedures (SOP). The SOP provide details on rules and responsibilities for each officer and sub-committee chairs. If changes to the SOP are necessary, they need to be approved by 4/5 of the officers and changed within 2 weeks of the meeting.

Section 8

The **Chair-elect** responsibilities include but are not limited to presiding over all meetings of the Section and the Executive Committee in the absence of the Chair. They will also be responsible of organizing and appointing the Section on Tumors Scientific Committee of the Section scientific program for both AANS and CNS for the year they will preside.

Section 9

The **Treasurer** responsibilities include but are not limited to collaborating with the sponsoring organizations to facilitate collection of the dues from the members, attest the accuracy of the collections and disbursement of the funds, review all financial obligations of the Section from its funds, and actively work with NREF to secure funds for the Section Awards.

Section 10

The **Secretary** responsibilities include but are not limited to maintaining an accurate record of the proceedings of the meetings of the Section and the Executive Committee.

Section 11

The **Past-Chair** responsibilities include but are not limited to overseeing the election process as outlined in Section 13.

Section 12

The Executive Committee (EC) shall consist of the five officers, the sub-committee Chairs and sub-committee Members. The latter two are appointed yearly by the Chair at the end of each annual AANS meeting.

Section 13

Election of the Secretary, Officers Succession, Transition from two-year to one-year term

13A. Election of the Secretary:

13A.1 Following the CNS meeting, the Past-Chair will solicit nominations from the Executive Committee members, communicate the deadline when such nominations must be made, and include the eligibility requirements for Secretary nominees.

13A.2 Each Executive Committee Chair or Member may nominate at most two Executive Committee members for the position of Secretary. Nominees for Secretary must be members of the Executive Committee to ensure working knowledge of the management of the Section on Tumors.

13A.3 The Past-Chair will tabulate the nominations. The Past-Chair will confirm with the nominees that each nominee does wish to stand for the election for Secretary.

13A.4 The Past-Chair will notify the Executive Committee of the nominees and set the deadline for voting. Each Executive Committee member may vote for 2 nominees.

13A.5 The Past-Chair will tabulate the votes. The nominees with the two highest vote counts will stand for the final election. If there is a 2, 3, or 4 way or higher tie for the highest vote count, these nominees will stand for the final election. If there is a tie vote for second place, those candidates and the first place nominee will stand for the final election. The Past Chair will communicate the slate of nominees for the final election to the Executive Committee Membership along with the deadline for voting. Each eligible Executive Committee member may vote for one nominee in the final election.

13A.6. The Past-Chair will tabulate the final election votes and report the results to the Section on Tumors membership within the first 15 days of January leading up the annual AANS meeting. In an election of 2 nominees, the nominee with the highest vote count will be the winner of the election. If there are 3 or more candidates, election will require a >50% of the votes. If in this instance, >50% is not achieved, the election will be re-run with the top two candidates. This will occur expeditiously after the prior final vote deadline.

13A.7 Eligible voters for nominations and elections will consist of the Executive Committee members who (1) have had their names published in the most recent available Section on Tumors Newsletter as Executive Committee members and/or Advisory Council members and (2) have attended at least one of the prior three EC Meetings. The intent of this is to ensure that election occurs with working knowledge of the candidates. The current Secretary will adjudicate eligibility of voters. Resolution of any disputes or ambiguities will be addressed by the Secretary, Past-Chair, and Bylaws Chair.

13A.8 The term of the newly-elected Secretary will commence at the end of the next annual AANS meeting.

13B. Succession to Treasurer: At the completion of the Secretary's term, the officer will automatically succeed to the position of Treasurer. The term will commence at the end of the next annual AANS meeting.

13C. Succession to Chair-Elect: At the completion of the Treasurer's term, the officer will automatically succeed to the position of Chair-Elect. The term will commence at the end of the next annual AANS meeting.

13D. Succession to Chair: At the completion of the Chair-Elect's term, the officer will automatically succeed to the position of Chair. The term will commence at the end of the next annual AANS meeting.

13E. Succession to Past-Chair: At the completion of the Chair's term, the officer will automatically succeed to the position of Past-Chair. The term will commence at the end of the next annual AANS meeting.

13F. Transition from two-year officers' structure to one-year.

13F.1 At the time of the first election for the new one-year position leadership structure, both a Secretary and a Treasurer will be elected following the steps outlined in 13A. The succession thereafter will occur as noted in sections 13B-13E

Section 14

Appointment of Executive Committee

The Chair will appoint Executive Committee chairs and committee members for a one-year term of office to commence at the annual AANS meeting. The representatives of the Early Career Neurosurgeons Committee will be proposed to the Chair by the Chair of the Early to Mid-Career Neurosurgeons Committee. If approved, the Chair will then appoint this proposed individual to a one-year term of office.

Section 15

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

15A. Chair

The Chair-Elect immediately becomes the Acting-Chair and will normally succeed to position of Chair at the end of the next annual AANS meeting.

15B. Chair-Elect

The newly vacated Chair-Elect position will be filled by the Treasurer and remain in that position through the next annual AANS meeting.

15C. Treasurer

The newly vacated Treasurer position will be filled by the Secretary and remain in that position through the next annual AANS meeting.

15D. Secretary

The newly vacated Secretary position will be filled by election after the next annual CNS meeting for installation at the end of the next annual AANS meeting.

15E. Past-Chair

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

Section 16

For the transaction of business at the Executive Committee meetings, a quorum of members consisting of at least half of the Executive Committee 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

Senior membership may be granted to any Active member who permanently and fully retires from active Practice who applies to the Secretary. Senior members shall be exempt from payment of annual dues and shall not serve as voting members of the section. Senior members may be reinstated to Active membership on request, subject to approval of the Executive Committee.

Section 3

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 4

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 5

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 6

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 7

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 neuro-oncology 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 neuro-oncology 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 8

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 9

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

Section 10

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 Sub-committees of the Section shall be as follows:

- Advisory Board
- Awards
- Bylaws
- CAST Fellowships
- Clinical Trials and Registries
- Communication
- Development and Partnership
- Early Career Neurosurgeons
- Education
- Guidelines
- History
- Global Neurosurgery
- Innovation and Technology
- Journal of Neuro-Oncology
- Medical Neuro-Oncology
- Membership and Membership Services
- Newsletter
- Nominating
- Pediatrics
- Research
- Scientific Program Committee – AANS and CNS
- Skull Base
- Spine

The Section's liaisons will be assigned to the following:

- CNS Foundation
- Coding and Reimbursement Committee
- SANS
- Washington Committee

Section 2

A majority of each sub-committee shall constitute a quorum.

Section 3

Other sub-committees or task forces or liaisons shall be formed and appointed as deemed necessary by the Chair.

ARTICLE V: MEETINGS

Section 1

General meetings shall be held at least twice 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 Executive Committee. All business transactions and formal decision-making will be held at the semi-annual meeting of the Executive Committee.

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 Executive Committee. The ballots will be collected 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.

Actions that require a vote of the Executive Committee, such as section membership, may be conducted by email. Such an item may be sent to the Executive Committee for an email vote. Ballots will be collected within two weeks after they are sent. Unless otherwise specified in the Rules and Regulations, 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 Rules and Regulations may be proposed by any active member if the proposed change or addition is mailed to the Secretary 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 Rules and Regulations shall require a two-third majority vote.

ARTICLE VII:

ELECTRONIC VOTING

Section 1

Anywhere in these Rules and Regulations 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 Executive Committee 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 Rules and Regulations requires a 2/3 majority of Section on Tumors members.