BYLAWS of

The American Society for Stereotactic and Functional Neurosurgery

Vision Statement
The American Society for Stereotactic and Functional Neurosurgery (ASSFN) is dedicated to being the premier organization representing Stereotactic and Functional Neurosurgery. The ASSFN promotes multidisciplinary collaboration among clinicians, scientists, engineers, and others to advance the field through education, research, innovation, and advocacy. Through these efforts, the ASSFN seeks to improve the lives of people suffering from neurological disease through the application of advances in neurosurgery, technology, and translational neuroscience.

Mission Statement
Functional disorders of the nervous system are diseases that result in abnormal circuitry behavior of the brain, spinal cord and peripheral nerves. The ASSFN is dedicated to the treatment of functional disorders of the nervous system through the use of stereotaxy and other forms of surgical technology. The Society accomplishes this mission through public and professional education, dissemination of novel research, outreach to patients, and promotion of excellence in clinical care.

This mission is achieved through the following functions:
- Publication of the journal, Stereotactic and Functional Neurosurgery
- Hosting of Biennial ASSFN Meetings
- Sponsorship of clinical fellows
- Research and Presentation Awards for trainees
- Educational symposia for allied health professionals
- Promote awareness and excellence of clinical care through communication with the public, professional societies, and industries involved in related clinical services or products
- Develop and maintain a broad society membership that includes those involved in translational neuroscience, technology development, and clinical care in the field of stereotactic and functional neurosurgery
- Expand industry partnerships to foster excellence in clinical product development, and promote professional education in the use of existing and new clinical products developed by the neurotechnology industry

Article I. The Society

Section 1. The Society is named: The American Society for Stereotactic and Functional Neurosurgery (ASSFN).

Section 2. The Society is an affiliate section of the American Association of Neurological Surgeons (AANS) and the Congress of Neurological Surgeons

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(CNS) and, as such, members are also bound by the bylaws of the parent organizations. The Society fulfills the functions of the AANS/CNS Joint Section for Stereotactic and Functional Neurosurgery.

Article II. Membership

Section 1. The members elected to this Society are divided into six types: (a) Active; (b) Associate; (c) Honorary; (d) International; (e) Resident; (f) Senior.

(a) **Active Members** shall be medical doctors who are Active members of the American Association of Neurological Surgeons or the Congress of Neurological Surgeons, who have engaged in active participation in the field of stereotactic or functional neurosurgery in the United States or Canada. Only active members shall be entitled to hold office in the Society.

(b) **Associate Members** shall be M.D.’s, Ph.D.’s, engineers, and others who are not members of the American Association of Neurological Surgeons or the Congress of Neurological Surgeons, but who are interested in the research and/or clinical applications of stereotactic and functional neurosurgery. They may participate in any and all scientific activities of the Society but may not hold office in the Society or vote on Society business matters.

(c) **Honorary Members** shall be those individuals granted honorary membership by the officers to such qualified physicians or scientists who, in their opinion, merit such recognition. They shall not be required to pay dues and may not hold office in the Society or vote on Society business matters. They may serve on committees, but shall not be required to attend meetings.

(d) **International Members** shall be neurosurgeons who practice neurosurgery outside the United States and Canada. They will pay the same dues as Active Members, may attend Meetings of the American Society for Stereotactic and Functional Neurosurgery at the member registration fee, but may not hold office in the Society or vote on Society business matters.

(e) **Resident Members** shall be neurosurgeons who are in a nationally accredited post-graduate medical training program (such as the American Board of Neurological Surgery) who express an interest in the field of Stereotactic and Functional Neurosurgery. They shall pay a one-time membership fee and will have the option of subscribing to the Society journal, *Stereotactic and Functional Neurosurgery*, at a reduced price. Upon completion of their post-graduate medical training, they will no longer be eligible for Resident Membership status. Resident Members may not hold office in the Society or vote on Society business matters.

(f) **Senior Members** shall be Active Members in good standing with the Society, who are both sixty-five years of age or older and no longer in the active practice
of neurosurgery. Senior Members are exempt from payment of annual dues, but may subscribe to the Society journal, *Stereotactic and Functional Neurosurgery* at a reduced price. Senior Members may attend Meetings of the American Society for Stereotactic and Functional Neurosurgery at the member registration fee. Senior members may not hold office in the Society but may vote on Society business matters.

*Section 2.* The ASSFN Membership Chair is responsible for reviewing credentials of applicants for membership (see Article VII, Section 1). Newly appointed members or changes in membership status are provisionally approved by the Membership Chair. Membership status receives final approval by the Officers and Board members present at the annual Board of Directors Meeting.

*Section 3.* A member wishing to resign membership in the Society should submit this intent in writing to the Membership Chair.

*Section 4.* Members who fail to pay the annual Society dues for more than a year will lose their membership in the Society.

*Section 5.* No form of membership in this Society should be interpreted as endorsing the qualifications of the member to practice medicine or perform clinical procedures. Members are not permitted to promote their membership in the Society as an endorsement by the Society of their clinical credentials. Members who do this shall forfeit their membership.

**Article III. Governing Body of the Society**

*Section 1.* The control of this Society is vested in an Executive Council consisting of three officers and a Board of Directors consisting of ten members, who manage the affairs of the Society in conformity with the bylaws of the American Association of Neurological Surgeons and the Congress of Neurological Surgeons.

*Section 2.* Executive Council. The three officers of the Society are the President, Vice-President, Secretary-Treasurer, and Past-President. The officers will serve for terms of two years.

*Section 3.* Board of Directors. The members of the Board of Directors consists of ten elected persons who are active members of the ASSFN. These directors serve for a period of four years or until their successors have been chosen. Five new Directors will be elected every two years at the business meeting of the Society held at the Society’s biennial meeting, to replace those who are at the end of their four year term.

*Section 4.* Vacancies occurring in the Executive Council of the Society between scheduled elections will be filled by appointment by the Board of Directors. These appointed officers shall serve until the next biennial meeting of the Society.

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Members may not serve simultaneously in more than one office of the Society, including the Board of Directors.

Section 5. The Executive Council will meet at the Annual Meetings of the AANS and CNS, as well as at the biennial Society meeting to review Society business.

Article IV. Duties of the Officers of the Executive Council

Section 1. The President presides at all meetings. He/She appoints all committees not otherwise provided for, is in charge of all committees with the right to vote, and supervises the execution of all Society rules. He/She represents the Society at relevant Executive Council and Board meetings of the AANS and CNS, or appoints another officer to do so as needed.

Section 2. The Vice-President performs all duties of the President in the case of his/her absence, death, resignation or inability to act. He/She assists the President in such manner as necessary.

Section 3. The Secretary-Treasurer keeps accurate minutes of the proceedings of the meetings of Executive Council and of the biennial business meeting of the Society. He/she will issue written notice of all meetings of the Executive Council and of the biennial business meeting of the Society. As Secretary, he/she is also responsible for providing notice to the members of the Society of other relevant Society business per the Society Bylaws. As Treasurer, he/she will arrange for the billing and deposit of annual dues and for the payment of Society expenses. He/she will be responsible for the distribution of Society awards. He/she will report on the financial condition of the Society at all meetings of the executive council. The Secretary-Treasurer will assume the responsibilities of the Vice-President in the event of his/her absence, death, resignation or inability to act.

Section 4. The succession of presiding officers in the unexpected event of loss of both the President and Vice-President shall be: Secretary-Treasurer, then a member of the Board of Directors elected by the entire Board of Directors, then successive members of the Board of Directors elected by the Board of Directors.

Article V. Nominations and Elections of Officers and Board of Directors

Section 1. Nominations

(a) The Board of Directors and officers will act as a nominating committee and present their recommendations for new members of the Board of Directors to the voting membership of the ASSFN at least 30 days before the biennial business meeting.
(b) The officers will serve as nominating committee for the new set of officers and will present a list of officers to the voting membership at least 30 days before the biennial business meeting. This list will be voted on as a group.

(c) Floor nominations for any new Board member or officer will be accepted at the Society business meeting held at the biennial Society meeting.

(d) In nominating new members of the Board of Directors, the existing Board and officers will attempt to maintain a broad range of expertise among the Board members, to include all of the major subspecialties encompassed by the field of stereotactic and functional neurosurgery.

Section 2. Elections

(a) The new Board of Directors will be elected by a majority vote of the voting members of the Society who are present at the biennial business meeting of the Society.

(b) Voting for members of the Board of Directors will be done by closed ballot.

(c) The new officers will be elected by a majority vote of the voting members of the Society who are present at the biennial business meeting of the Society.

Section 3. Consecutive terms

(a) No elected officer will serve in the same office for more than one term.

(b) Members of the Board of Directors may serve no more than 2 consecutive terms. They may then not stand again for election to the Board of Directors until at least 2 years have passed since the end of their last term.

Section 4. Term of office

(a) Officers and members of the Board of Directors take office on the day after the close of the biennial meeting of the Society at which they have been elected. Terms end at the close of the biennial meeting at which their replacements are elected.

Article VI. Committees and Appointments

Section 1. Membership Chair. The Membership Chair is appointed by the President of the Society from the Board of Directors, to serve two years. The Membership Chair will survey the field of neurological surgery and related disciplines for individuals considered suitable for membership in the ASSFN, and encourage such persons to apply for membership. The Membership Chair will have the authority to grant provisional membership in the Society. A list of the
membership changes is provided by the Membership Chair to the Officers and Board of Directors for final vote at the annual Board of Directors meeting. The Membership Chair works with the AANS Secretary to ensure that new member applications meet the requirements for the requested category of membership. The Membership Chair will contact Society members who have become delinquent in dues payment, to encourage them to maintain their membership in good standing. This Chair will also recommend candidates for Honorary Membership to the Executive Council. The Membership Chair will provide accurate data on the number of Society members, in each membership category, at the regular meetings of the Executive Council.

Section 2. AANS/CNS Program Committee. The AANS/CNS Program Committee consists of at least two members of the Board, appointed by the President of the Society, to serve a two year term. The Program Committee is charged with the responsibility of collaborating with the Annual Meeting Committees of the AANS and the CNS to coordinate and assist in selecting scientific papers and seminars for the meetings of those organizations, along with other relevant sessions. This Committee is responsible for soliciting applications and selecting finalists for any awards given by the Society.

Section 3. Newsletter. The Newsletter Chair shall be appointed by the President of the Society from the Board of Directors, for a two year term. He/she will prepare the Newsletter, solicit relevant contributions from other members, and disseminate news of educational activities of the Society. The Newsletter will be mailed, either physically or electronically, to all members of the ASSFN.

Section 4. Webmaster. A Webmaster shall be appointed by the President of the Society for a two year term. He/she will work with the Society website provider to keep the website current. Newsletters, membership application, and information about upcoming or recently competed meetings will be posted on the website.

Section 5. Biennial Meeting Organizing Committee. This committee will organize the biennial meeting of the ASSFN, and will be headed by the Past President of the Society. It will consist of the Past President, the President, and other positions appointed by these two officers, which may include a scientific program chair, a local host chair, and fundraising/industry liaison chairs. Members of this committee will be members of the ASSFN but are not necessarily members of the Board of Directors.

Section 6 – Representative to the Washington Committee. This representative will be appointed by the President to serve on the AANS/CNS Washington Committee, for a two-year term.

Section 7. Conflicts of Interest Committee. This committee shall be comprised of two members of the Board of Directors whose responsibility is to review policies.
and conduct by the Society and its members so as to maintain a high ethical standard in accordance with guidelines set forth by the AANS and CNS.

Section 8. Bylaws Committee. This committee will maintain and update the Society bylaws as necessary.

Section 9. Terms of office for Committee members shall last from the end of one biennial meeting of the Society to the end of the next biennial meeting.

Section 10. The President of the Society shall have the power to create ad hoc committees and appoint their members as may be required in the best interest of the Society. These committees will have a committee life of no more than two years unless re-established by the President of the Society.

Section 11. When requested by other organizations, the Society President may also appoint liaisons to those organizations related to stereotactic and functional neurosurgery, such as societies dedicated to epilepsy, pain, movement disorders, psychiatry, neuroscience, and neurotechnology. When requested, he/she may also appoint representatives to standing and ad hoc committees of other organizations.

Article VII. Society Meetings

Section 1. The Society will organize a biennial scientific meeting. The Biennial Meeting Organizing Committee (described under Article VI, Section 5 – Biennial Meeting Organizing Committee) has primary responsibility for organizing the meeting.

Section 2. There will be a Business Meeting held at least once every two years at the biennial meeting of the Society to review and vote on society business. Additional business meetings may be held at annual meeting of either the AANS or CNS at the discretion of the Executive Council or Board of Directors. The business meeting shall be open to all ASSFN members.

Section 3. Quorum. At all business meetings of the Society called by the officers, a majority of the voting members present at the biennial meeting constitute a quorum for the purpose of transacting Society business.

Article VIII. Application for Membership

New members may join the Society upon completing an application and payment of dues, pending initial approval by the Membership Chair, and final approval by a majority vote of the Officers and Board of Directors (see Article VI, Section 1 – Membership Chair). The candidate must meet the qualification for membership described in Article II of the Society Bylaws. New member applications will be

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accepted either on-line or by mail addressed to the Society Secretary-Treasurer who will forward the application to the Membership Chair.

**Article IX. Awards**

The Board of Directors may create and offer awards for investigations, contributions or developments in the field of stereotactic and functional neurosurgery. Administration of funds for such awards shall be through the Secretary-Treasurer, as discussed in Article IV, Section 3.

**Article X. Publications**

The journal, *Stereotactic and Functional Neurosurgery*, will serve as the official journal of the Society for publication of basic and clinical research. The society will also publish a regular informational newsletter to be mailed to all Society members as well as create web-content through the official web-site of the society as described above (Article VI. Sections 3 and 4).

**Article XI. Gifts**

The Society may accept gifts only after review by the Conflicts of Interest Committee and approval by the Officers and Board of Directors. Such gifts from either private or industry donors are encouraged to promote Society activities, growth and scholarship. However, no gifts can be accepted that obligate the Society to adopt a bias or conflict with the ethical conduct of the organization.

**Article XII. Amendments**

*Section 1.* Amendments to these bylaws must be proposed in writing, endorsed by at least three members in good standing, and be submitted to the Secretary-Treasurer at least 60 days before the biennial member business meeting. The amendments must be emailed by the Secretary-Treasurer to the entire voting membership and / or posted on the Society website at least 30 days before the Society business meeting at which the amendments are to be acted upon.

*Section 2.* The affirmative vote of one half of the voting members present at the biennial Society business meeting shall be required for the adoption of an amendment.

**Article XIII. Order of Business**

The Order of Procedure for the Executive Council of the Society is as follows:

1. The call to order
2. Approval of minutes of the past meeting
3. Reports of the President, Secretary-Treasurer, and committees
4. Report on the Society journal
5. New Business