



## PROPOSED BYLAWS CHANGES OF THE NORTH AMERICAN SKULL BASE SOCIETY

### ARTICLE III. MEMBERSHIP

#### 3.2.0 *Qualifications and Privileges*

##### **1. Original language:**

- a. Active Member
- vi. Shall pay full dues \$300 USD annually

##### **Proposed change:**

- a. Active Member
- vi. **Shall pay full dues as designated by Board of Directors**

##### **2. Original language:**

- f. Candidate Member
- iv. Shall undergo a review for election to active membership a year following approval of his or her candidate membership

##### **Proposed change:**

- f. Candidate Member
- iv. Shall undergo a review for election to active membership a year **following completion of training**

##### **3. Original language:**

- g. International Members
- v. Shall pay dues of \$200 USD annually not including journal subscription

##### **Proposed change-**

- g. International Members
- v. **Shall pay dues annually as designated by the Board of Directors not including journal subscription**

#### 3.3.0 *Nomination and Election of Active and Affiliate Members.*

##### **4. Original language-**

- c. Voting shall be by a majority vote during the Business Meeting of the society. The New Member Applicants will be presented to the Board of Directors for initial approval at the Board Meeting prior to the Business Meeting and then to the membership, at the Business Meeting, for any further discussion, voting and induction in to the society.

## **Proposed Change**

c. **Voting for *initial* membership approval shall be by a majority vote during the Board Meetings (in person or by other means) of the society semi-annually.** The New Member Applicants will then be presented to the membership, at the annual Business Meeting, for any further discussion, voting, and induction to the society.

## **ARTICLE IV. OFFICIALS**

### **5. Original language**

#### *4.1.0 Officers*

The officers of the Society shall be the President, President-Elect, Past President, Vice-President, Secretary, and Treasurer. They shall perform the usual duties attendant to their respective offices as outlined in the rules and regulations. All officers shall serve until their successors have been elected and installed in office. The President will serve a term of one year. The office of the President shall alternate between Otolaryngology and Neurosurgery with a representative from the category of "Other" to be selected every fifth year. If an appropriate candidate for the office of the President cannot be identified by the Nominating Committee in the "Other" category membership, the Board of Directors may vote to approve "skipping" the fifth year for that cycle and proceeding with a new cycle of alternating Otolaryngology and Neurosurgery. The President-Elect shall automatically succeed to the Presidency. The Vice-President shall run the Board of Directors meeting in the case of the President's absence. The Vice-President shall assist in meeting site and time selection, program planning, and attend the NASBS Board of Directors Meetings. The Secretary and Treasurer may serve for a term up to three years. No officer shall serve more than one full term in the same office.

### **Proposed change**

#### *4.1.0 Officers*

The officers of the Society shall be the President, President-Elect, Past President, Vice-President, Secretary, Treasurer, and Scientific Program Chairs. They shall perform the usual duties attendant to their respective offices as outlined in the rules and regulations. All officers shall serve until their successors have been elected and installed in office. The President will serve a term of one year. The office of the President shall alternate between Otolaryngology and Neurosurgery with a representative from the category of "Other" to be selected every fifth year. If an appropriate candidate for the office of the President cannot be identified by the Nominating Committee in the "Other" category membership, the Board of Directors may vote to approve "skipping" the fifth year for that cycle and proceeding with a new cycle of alternating Otolaryngology and Neurosurgery. The President-Elect shall automatically succeed to the Presidency. The Vice-President shall run the Board of Directors meeting in the case of the President's absence. The Vice-President shall assist in meeting site and time selection, program planning, and attend the NASBS Board of Directors Meetings. The Secretary and Treasurer shall serve for a term of three years. **The Scientific Program Co-Chairs will be appointed by the President and be in charge of planning the Annual Meeting. They will serve a two year term staggered between the two Co-Chairs. No officer shall serve more than one full term in the same office.**

# **RULES AND REGULATIONS OF THE NORTH AMERICAN SKULL BASE SOCIETY**

## **I. DUTIES OF OFFICERS**

### *1.6.0 Scientific Program Co-Chairs*

#### **6. Original language**

- a. Shall be appointed for a one year term by the President of the Society
- b. Shall Plan the Annual Meeting

#### **Proposed change**

- a. Shall be appointed for a two-year term by the President of the Society
- b. Shall plan the Annual Meeting
- c. Should ideally be selected from different specialties
- d. Terms should be staggered such that one Co-Chair remains for the next annual meeting and a new Co-Chair is selected annually

### *1.7.0 Directors-at-Large*

#### **7. Original language**

- a. Shall solicit the comments from members regarding the affairs of the Society and bring these views to Board meetings and advise the Board regarding the members' views.

#### **Proposed change:**

- a. Shall solicit the comments from members regarding the affairs of the Society and bring these views to Board meetings and advise the Board regarding the members' views.
- b. Shall serve on a minimum of one committee as a liaison to the Board
- c. Shall attend the Board of Directors Meetings.

## **II. COMMITTEES**

### *2.1.0 Annual Meeting Scientific Program Committee*

#### **8. Original language:**

Shall be composed of the President (chair), President-Elect, Immediate Past President and other members, as appointed by the President, whose term of office shall be one year. The President Elect may appoint his or her Program Chair and Committee up to two years in advance to plan for the following year. Members will be in charge of the various components of the program at the annual meeting. The committee shall be responsible for all aspects of the program and annual meeting including the general business and scientific sessions, special discussion groups, special

courses or workshops, video sessions, poster sessions, and other activities as delegated by the Board of Directors or the President.

**Proposed change:**

Shall be composed of the President (chair), President-Elect, Immediate Past President and other members, as appointed by the President, whose term of office shall be one year. The President Elect may appoint his or her Program Co-Chairs and Committee up to two years in advance to plan for the following year. **Two Scientific Program Co-Chairs will be appointed by the President and be in charge of planning the Annual Meeting. They will serve a two year term staggered between the two Co-Chairs.** Members will be in charge of the various components of the program at the annual meeting. The committee shall be responsible for all aspects of the program and annual meeting including the general business and scientific sessions, special discussion groups, special courses or workshops, video sessions, poster sessions, and other activities as delegated by the Board of Directors or the President.

*2.2.0 Constitution and Bylaws Committee*

**9. Original language:**

Shall consist of a chair and members whose term of office shall be two years with alternating and overlapping appointments, and the option for one renewal to the committee. It will be the function of the committee to review the Constitution and Bylaws. The committee shall make recommendations for modifications of the document and advise the Board of Directors of its recommendations.

**Proposed change:**

Shall consist of a chair and six members whose term of office shall be **three years** with alternating and overlapping appointments, and the option for one renewal to the committee. It will be the function of the committee to review the Constitution and Bylaws. The committee shall make recommendations for modifications of the document and advise the Board of Directors of its recommendations.

*2.3.0 Membership and Credentials Committee*

**10. Original language:**

Shall review all applications for membership in the Society. Members of the committee shall be appointed by the President with the approval of the Board of Directors and consist of up to twelve members and the Secretary of the Society who serves as a standing member. The committee shall vote on all eligible applicants for membership. The chair shall present a list of all eligible applicants and indicate those approved by the Committee at all Board of Directors meetings. The Committee shall further keep a record of the total membership, members by category, and fluctuation in membership and report such data to the Board of Directors.

**Proposed change:**

Shall consist of a chair and an open number of members whose term of office shall be three years with alternating and overlapping appointments, and the option for one renewal to the committee. Shall review all applications for membership in the Society. The Secretary of the Society serves as a standing member. The committee shall vote on all eligible applicants for membership twice a year. The chair shall present a list of all eligible applicants and indicate those approved by the Committee at all Board of Director's meetings. Voting shall be by a majority vote during Board Meetings (in person or by other means) of the society semi-annually. The New Member Applicants will be presented to the Board of Directors for initial approval at the biannual Board Meetings and then to the membership, at the annual Business meeting, for any further discussion, voting and induction into the society. The Committee shall further keep a record of the total membership, members by category, and fluctuation in membership and report such data to the Board of Directors.

2.4.0 *Nominating Committee*

**11. Original language:**

Shall consist of the President, immediate past President and 4 past Presidents. The immediate Past President shall be Chair of the committee. The committee shall have the responsibility of selecting candidates for Officers of the Society, Directors-at-Large, and members of the Nominating Committee. The committee shall report the names of all nominees to the Executive Committee not less than thirty days before the annual meeting of the Society.

**Proposed change:**

Shall consist of the President, immediate past President and the 4 prior past Presidents. The immediate Past President shall be Chair of the committee. The committee shall have the responsibility of selecting candidates for Officers of the Society and Directors-at-Large. The committee shall report the names of all nominees to the Board not less than thirty days before the annual meeting of the Society.

2.5.0 *Website and Communications Committee*

**12. Original language**

There is no limit to the members of this committee. Each member will serve a term of three years. Nominations will be made by the President and appointed at the annual meeting. The Chair of the Committee will be appointed by the President. The committee, along with the Society's management company, shall meet as needed via conference call or in person to advise, manage and coordinate any publications, newsletters or web publications produced by the Society and for policies, activities and financial affairs associated with these publications. The Website and Publications Committee shall be responsible to the Board of Directors and the Chair shall report to the Board.

**Proposed change:**

Shall consist of a chair and up to ten members whose term of office shall be three years with alternating and overlapping appointments, and the option for one renewal to the committee. The committee, along with the Society's management company, shall meet as needed via conference call or in person to advise, manage and coordinate any written or electronic communications produced by the Society.

*2.6.0 Publications Committee*

**13. Original language:**

The committee will consist of two Co-Editors in Chief and current members of the editorial board of the official journal of the society.

**Proposed change:** Remove Publications Committee from the Bylaws.

*2.7.0 Research Committee*

**14. Original language:**

Shall consist of a Chair, plus other members as appointed by the President, to oversee, design, review, approve and coordinate scientific activities relative to the diagnosis and treatment of disorders of the skull base. Members shall be appointed by the Board of Directors to serve staggered three-year terms. The committee will report its activities to the Board of Directors.

**Proposed change:**

Shall consist of two Co-Chairs and an open number of members whose term of office shall be three years with alternating and overlapping appointments, and the option for one renewal to the committee. Shall oversee, design, review, approve and coordinate scientific activities relative to the diagnosis and treatment of disorders of the skull base. The committee will report its activities to the Board of Directors.

2.7.1 Review of all requests to send out research surveys to membership for appropriateness, readability and scientific content. The Research Committee will make recommendations to the NASBS President whether to send such surveys to the NASBS membership. This service will be free of charge for NASBS members but fees may be charged for non-members.

2.7.2 Create a subcommittee for peer-review of research applications to the NASBS for funding including judgement of scientific quality and feasibility and a process for awarding available funding. The subcommittee is to include the NASBS Vice-President, President-Elect, two Research Committee Co-Chairs and three other members of the Research Committee. One Research Committee Co-Chair will chair the subcommittee meeting.

## 2.8.0 *Surgical Education Committee*

### **15. Original language:**

Shall consist of a Chair, who is appointed by the Board of Directors, the President-elect, Vice President and a minimum of ten members. Each member will serve a rotating three year term. The Function of the committee is to assess the educational needs of the membership through a variety of sources (surveys, evaluations, etc). The committee shall develop educational activities in response to these needs. The committee shall further communicate these educational needs and objectives to the Annual Meeting Scientific Program Committee. The committee shall ensure that Society educational activities are consistent with the needs of the membership and CME compliant. The Executive Director shall serve on this committee and be responsible for keeping appropriate educational records.

### **Proposed change:**

Shall consist of a Chair and 10 members whose term of office shall be three -years with alternating and overlapping appointments, and the option for one renewal to the committee. The Function of the committee is to assess the educational needs of the membership through a variety of sources (surveys, evaluations, etc). The committee shall develop educational activities in response to these needs. The committee shall further communicate these educational needs and objectives to the Annual Meeting Scientific Program Committee. The committee shall ensure that Society educational activities are consistent with the needs of the membership and CME compliant. The committee shall be in charge of curriculum and appointing faculty for the summer hands-on course. The Executive Director and/or appointee(s) shall serve on this committee and be responsible for keeping appropriate educational records.

## 2.9.0 *International Committee*

### **16. Original language:**

Shall consist of a minimum of three International members and three active members. The members will serve a term of three years. The Committee will build the participation of International Skull Base surgeons in the NASBS and explore collaboration with other skull base societies.

### **Proposed change:**

Shall consist of the President, President-Elect, Vice President, up to four active members and up to six International members. The members will serve a term of three years, renewable once. The Committee will build the participation of international skull base surgeons in the NASBS and explore collaboration with other skull base societies.

### **Proposed change:**

2.10.0 *History Committee*: Shall consist of a chair and six members whose term of office shall be three years with alternating and overlapping appointments, and the option for one renewal to the

committee. The committee will catalog and archive a history of the NASBS including Past-Presidents, annual meetings, important events and milestones of the society. The History Committee will write a biography of each past President and the important accomplishments during their presidency suitable for publication on the NASBS website and in the official journal.

2.11.0 *Executive Committee of the Board*: Shall consist of the President, Immediate Past-President, President-Elect, Vice President, Secretary and Treasurer. The Executive Committee will meet in person or electronically to discuss Board matters that require further information or discussion and make recommendations to the Board.