

**AMERICAN ASSOCIATION OF
NEUROLOGICAL SURGEONS**

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**CONGRESS OF
NEUROLOGICAL SURGEONS**

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Leadership of the AANS and CNS thank you for your service to the specialty. The Joint Sections are vital to our ability to fulfill our respective missions, provide effective advocacy through the Washington Committee, and develop future leaders. The CNS and the AANS look forward to supporting you in your role as we all work together to ensure your Joint Section's success and financial health.

This document contains essential information sharing the rules that govern Sections, explains expectations for our collaborations and provides some hints and suggestions for the best ways to work with the resources available to you at the AANS and CNS. It also contains contact information for the staff you may need to reach during your tenure. This information will be provided to Sections each time their officers change. We hope it will assist in orienting new Section leadership.

Budgets:

- The annual budget for each Joint Section is reviewed and approved by the CNS and AANS. Each annual budget will specify all proposed expenditures, ensuring that the budget is an accurate reflection of programmatic goals and infrastructure needs. The budget includes costs for staff time when using the AANS or CNS infrastructure. The AANS and CNS share costs for staff time required by Sections for membership and financial services. These are absorbed by the parent organizations and are donated to the Joint Sections.
- Review of the proposed annual budget begins within the frameworks and timelines for approval of the annual budgets for both the CNS and the AANS. On or before June 1 of each year drafts of the annual Section budget are submitted to the CNS and AANS for review. The proposed annual budget for a Joint Section is considered approved unless the AANS and/or the CNS provides the Chair of the Joint Section with written notice of disapproval, specifying changes to the proposed budgets on or before 45 days following receipt of the budget.

Operations:

- The Sections manage annual operations in accordance with their approved budgets. A Section may vary from its approved budget in an aggregate amount not to exceed the sum of \$10,000 or 20% of the previously approved total budget, whichever is greater. Any proposed additional variances require the prior written approval of both the AANS and the CNS, which shall not be unreasonably withheld.

Legal status of Sections:

- Sections are not independent, legal entities, but are wholly owned by the CNS and AANS. Sections operate using the tax identification numbers of the parent organizations.
- Under this legal arrangement, Sections can maintain memberships, charge dues and registration fees, maintain a distinct set of financial records and manage their own governance.
- Sections are not able to enter legal contracts. Any contracts entered into must be both pre-approved and officially signed by the AANS Executive Director and CNS CEO. This includes accepting proposals/estimates from outside vendors or service providers.

Endorsements:

- Sections should not endorse or support another organization's meeting, policy, activity or initiative without prior approval of the AANS and the CNS.
- Similarly, requests to review or endorse guidelines, white papers or other material from another organization should be submitted to the Joint Guidelines Review Committee, managed out of the Joint Washington Committee.
- These decisions reflect on the parent organizations and are subject to review and approval by the CNS and AANS.

Rules, Regulations and Bylaws:

- While each Section has its own Rules and Regulations, all Sections are obligated to follow the parent organizations' bylaws as related to Section actions and participation. When a Section modifies its Rules and Regulations, the Section must seek approval from the AANS Board of Directors and the CNS Executive Committee. Changes are to be submitted within the Section report, which is then marked as containing an Action Item.

Communications:

- AANS and CNS are authorized to send communications on behalf the Joint Sections. Because the parent organizations are liable for compliance with FCC rules and regulations, only they can send digital communications to Section membership lists. The teams will also work to ensure emails will pass safely through spam filters.

AANS Contacts:

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CNS Contacts:

Regina Shupak, CNS CEO, 847-805-4452, rshupak@cns.org
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Deanne Starr, Vice President of Programs and Communications, 847-805-4469, dstarr@cns.org

Both the CNS and AANS recognize that we could not advance our specialty or the care of our patients without the critical contributions of the Joint Sections. We are here to support you. If you have any questions about the information provided here, please contact us.

We thank you for your on-going service,

The AANS and CNS Leadership