

Association of Residency Administrators in Neurosurgery (ARANS) Bylaws

MISSION

The Association of Residency Administrators in Neurological Surgery (ARANS) is the national professional organization of administrators involved in graduate medical education in neurosurgical programs. Sponsored by the Society of Neurological Surgeons (SNS), ARANS was established as an organization to provide support, mentorship, and guidance to residency training administrators at all career levels. The organization is committed to advancing the education, knowledge and professional development of administrators in the management of neurosurgery residency and fellowship programs through annual meetings, networking and online communication, by providing a platform to exchange, develop and implement ideas and best practices.

One of the primary missions of ARANS is to coordinate with other key organizations in Neurological Surgery that are involved in resident education. In addition to the SNS, these organizations include the American Board of Neurological Surgery (ABNS), the American Association of Neurological Surgeons (AANS), the Congress of Neurological Surgeons (CNS), and the Academy of Neurological Surgeons (Academy). ARANS' relationships with these organizations enhance how residency programs are managed for the betterment of neurosurgery education.

PURPOSE

The purpose of ARANS is to provide support to neurosurgery program administrators. Forms of support include access to various resources for training programs; provide a discussion platform to advance individual knowledge in the management of training programs and collaborate on best practices; act as a liaison between the Society of Neurological Surgery, American Board of Neurological Surgery, ACGME and other organizations relative to neurosurgical training programs as needed; and to provide guidance and mentorship to less experienced administrators.

Code of Conduct

As a member of ARANS, we vow to uphold our profession with honesty, impartiality, treat others with respect, civility and without discrimination. We will abstain from behavior that will unjustly cause harm to the reputation of ARANS, its members and the profession. Continually improve professional knowledge, skills, competencies, and awareness of relevant new developments, through training, education, networking and work experience.

MEMBERSHIP

Membership is open to any neurosurgical residency or fellowship coordinator/administrator without restrictions on the level of the position, percentage or time or length of time worked in that capacity. To obtain membership in ARANS, an application must be completed and submitted to the Secretary of ARANS, approved by the Executive Committee and approved by a majority vote of the membership. There will be a one-time application fee.

EXECUTIVE COMMITTEE

The Executive Committee of ARANS is made up of the following officers:

1. President: The President will serve a one-year term, with an additional year following said term as immediate past president. The president's main responsibility is to oversee the development of the organization. The president, along with the Executive Committee, will set a strategic direction for the organization, both short term and for the future. The president will oversee the development, implementation and management of the organization's policies and is responsible to ensure the organization follows its mission. The president oversees all ARANS activities. The president will lead and oversee the planning process of the annual meeting. The President will be responsible for the agenda planning and inviting speakers for the annual meeting.
2. President-Elect: The President-elect will serve a one-year term and then assume the office of President at the following annual meeting. The President-elect will work closely with the President during their term in support of the mission of the organization. The President-elect will preside in the absence of the President.
3. Past President: The Past President will serve as a member of the Executive Committee during the term of office. The Past President will work closely with the President during their term in support of the mission of the organization and provide continuity of mission and purpose. The Past President term will be for a period of one year.
4. Secretary: The Secretary will serve a two-year term, with the option of re-election for a second term. The secretary plays a critical role in fostering communication and ensuring proper management and utilization of important organizational records, including but not limited to minutes, membership database and directory. The secretary will keep a record of all meetings, send correspondence, including meeting information, send out ARANS business related surveys and other ARANS related communication. It is not a function of the ARANS Secretary or EC to send/share individual Institution

supposed surveys and/or communications to our members. The Secretary serves as a member of the Executive Committee during the term of office.

The secretary is in charge of keeping the membership rolls. In addition, the secretary may plan or distribute scheduling information for meetings and other activities. The secretary will take minutes at Executive Committee meetings, covering the discussion of each agenda item, filing the notes and making them available as necessary.⁵

Treasurer: The Treasurer will serve for a two-year term, with the option of re-election for a second term. The Treasurer is charged with overseeing the management and reporting the organization's finances. The treasurer, along with the oversight of the Executive Committee, will create and maintain systems for ensuring the organization's ongoing solvency and development of the organization's financial policies. The treasurer is in charge of administrating the cash on behalf of the organization, tracking all deposits, expenses and other financial dealings. The treasurer also prepares and provides financial statements to the organization and the sponsoring organization, and tracks all deposits, expenses and other financial dealings. Day to day responsibilities include check signing authority, expense reimbursement and credit card usage.

6. Meeting Chair: The Meeting Chair will serve for a two-year term, with a one year extension possible as determined by the Executive Committee to stagger with the Secretary and/or Treasurer. The meeting chair will work with the other officers to make arrangements for the ARANS Annual Meeting. Responsibilities include:

- Find a suitable hotel/venue for the meeting (the meeting is held in the city in conjunction with the SNS annual meeting). Hotel/venue should be at a location within close proximity (walking distance preferable) to the SNS meeting site. Should have some familiarity with hotel/venue contracts.
- Work with other officers to set up a budget for the meeting
- Work with hotel regarding menus at meeting and social events
- Work with on-site staff to ensure that the event runs smoothly
- Work closely with the Secretary regarding communications regarding the meeting
- Obtain and scrutinize bills from vendors for food, drinks, equipment, and other services and ensure approval for payment

- Keep track of finances for the event (along with Treasurer)
- Ensure that any problem that arises during an event is amicably resolved
- Working registration desk of meeting
- Work with local program coordinator for ideas on social events as well as activities within the local host city
- Work with Administrative Director of ABNS regarding the Opening Reception

6. Member(s)-at-Large: Members at Large will serve for two years and be elected in staggering years. There will be between one and three members at large at any given time on the Executive Committee. Members-at-large serve as liaisons to the general membership and represent the interests of the membership. They will also sit on committees as appointed by the officers. Duties change as needed to fulfill board requirements and address overall organizational goals. Members-at-large must attend all business meetings.

The Executive Committee will:

1. Arrange for all ARANS meetings.
2. Conduct meetings at an interim time prior to the annual meeting to transact appropriate business.
3. Have the power to drop from the role of Active Members any who fail to follow guidelines as outlined in the bylaws.
4. Levy assessments as deemed necessary and advisable. Advise and direct the Treasurer in the management of the organization's funds.
5. Work with the Executive Committee members of the Society of Neurological Surgeons (SNS) to align the goals of ARANS with the goals and objectives of Neurosurgery residency education.
6. Work with the Scientific Program Director for the SNS annual meeting to coordinate the joint Program Directors and ARANS session.

Elections of the Executive Committee:

Nominations will be solicited every August for upcoming open positions. Elections will be held by electronic ballot no later than November. New officers will actively

participate in all committee activities and planning with the current Executive Committee in January and assume their elected position at the Annual Meeting. If a position is vacated prior to the end of a designated term for any reason an immediate call for nominations will be sent to the membership followed by an electronic ballot to fill the position as soon as possible.

MEETINGS

Executive Committee Meetings:

The Executive Committee will conduct business meetings at least quarterly via phone/skype and in person at the annual ARANS meeting.

ARANS Annual Meeting:

The ARANS annual meeting will be held in conjunction with the Society of Neurological Surgeons (SNS) meeting. The date and location will be determined by the SNS. Educational presentations, workshops, and social networking functions will be planned by the Executive Committee based on feedback from all members and within the allotted budget. At such annual meeting, the members shall receive reports of the officers and committees.

In order to meet the goals of the organization, annual meeting registration/attendance is limited to ARANS members, non-member neurosurgery residency and fellowship education administrators, speakers and other invited guests of the organization. The purpose of this resolution is to provide an appropriate learning atmosphere for the administrators.

Program directors and other faculty are encouraged to attend the joint Program Director/Program Administrators held in conjunction with the annual meeting of the Society of Neurological Surgeons

Cancellation of annual meeting registration is allowed if written notification is received at least 30 days prior to the meeting date for a \$100 processing fee. Thereafter, registration refunds will not be granted for cancellations within 30 days of the annual meeting.

FINANCES

ARANS is sponsored by the Society of Neurological Surgeons (SNS). The funds of the Association of Residency Administrators in Neurosurgery (ARANS) will remain in the checking account of the Society of Neurological Surgeons, and as such, a copy of the

financial report will be presented at the interim meeting of the Executive Council meeting of the SNS in December of each year.

The Treasurer of ARANS will keep records of all income and expenses of the organization, prepare financial statements for Executive Committee meetings and the annual business meeting and develop the annual budget, including oversight of budget for annual meeting.

COMMITTEES

Standing Committees: In addition to the Executive Committee, other committees will have specific roles and responsibilities. Committees will be comprised of ARANS members and ex-officio members as needed. A member of the Executive Committee will be assigned as a liaison to each standing committee.

ARANS Website Committee: Create, maintain and update the ARANS website. The committee is responsible for maintaining accurate core ARANS information and annual meeting information, maintaining past meetings information and updating current neurosurgery events/news.

Membership Committee: Solicit, collect and review membership applications. Present a slate of members for final approval to the Executive Committee and then to the full membership for vote. The Membership Committee keeps a record of member status and corresponds with members on any membership status inquiries.

Ad Hoc Committees: These may be added as needed by a majority vote of the Executive Council. Ad Hoc Committees may be converted to standing committees after being in place for a minimum of two years by a unanimous vote of the Executive Committee. A member of the Executive Committee will be assigned as a liaison to each Ad Hoc committee. Each Ad Hoc Committee will maintain its own set of minutes.

AMENDMENT TO BYLAWS

Amendments to the Bylaws require a $\frac{2}{3}$ majority vote by ARANS Membership by a given deadline. The vote may be in person or by electronic ballot. Written notice of any proposed changes are required no less than fifteen days in advance of voting.