

American Association of Neurological Surgeons

Rules and Regulations for Medical Student Chapters

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I. Mission and Vision Statements

A. The Mission of American Association of Neurological Surgery (AANS) Medical Student Chapters is to provide early support and leadership training to medical students exploring a career in neurosurgery. AANS Medical Student Chapters will provide a forum for students to organize professional, educational, and research activities within individual programs, promote mentorship, and facilitate participation at a national level for the next generation of neurosurgical leaders.

B. The Vision for AANS Medical Student Chapters is as follows:

The AANS strongly believes in the mentorship and professional development of medical students interested in neurosurgery. To that end, the AANS will support activities which increase interest in neurosurgery as a career, promote neurosurgical education and foster early leadership.

The AANS has committed to be the premier voice for medical students interested in neurosurgery, providing opportunities for medical student leadership, meeting participation, education, and research.

II. Membership

A. Membership eligibility in AANS Medical Student Chapters will be limited to students at accredited allopathic medical schools in the United States, Mexico and Canada.

B. Medical Student Chapters of the AANS will be formulated, organized, and governed by the following:

1. *Chapter Creation* AANS Medical Student Chapters may be formed in the above institutions by initially creating a Chapter Charter, fulfilling all individual requirements for official status within each medical school, obtaining the support of the local

- neurosurgery department chair, program director or AANS member at that institution, and completing the online application on the AANS website (Appendix A).
2. *Chapter Organization* Individual AANS Medical Student Chapters will be assigned to a member of the Medical Student Task Force of the AANS Young Neurosurgeons Committee (YNC) for oversight and support.
 3. *Chapter Membership* Membership in individual chapters will not be limited in number. All students with interest in neurosurgery will be granted access. It will be the responsibility of the chapter President and Secretary to document annual membership as a component of the annual report (Appendix B). Students at a school without sufficient membership to create an AANS Medical Student Chapter may contact the AANS YNC to become affiliated with a nearby chapter. Chapter members can be submitted for AANS Medical Student membership by the Chapter Faculty Mentor with the submission of their name, contact information, and anticipated graduation and upon approval by the AANS Board of Directors.
 4. *Chapter Mentorship* Each Medical Student Chapter will require a Candidate (resident/fellow) member, Provisional member, or Fellow of the American Association of Neurological Surgeons to be designated as the Faculty Mentor. The purpose of the Faculty Mentor will be to provide guidance and support for local chapter activities.
 5. *Chapter Dues* The initial application fee for the creation of an AANS Medical Student Chapter will be \$50, paid to the AANS. Annual chapter dues will be \$25 up to 25 members, \$50 up to 50 members, \$75 up to 75 members, etc. paid to the AANS, to be invoiced at the beginning of the calendar year. This will offset some of the AANS administrative costs, monetary awards, and subsidize discounted AANS Medical Student registration for all members of the AANS Medical Student Chapter. The individual AANS Medical Student Chapter may charge annual dues to its members at the discretion of the officers and Faculty Mentor. This function must be handled by the chapter through their Treasurer.
 6. *Chapter Suspension* The minimum number of members necessary to apply for and maintain a charter will be three (3). Existing chapters that cannot maintain the membership minimum will be considered inactive for a period not to exceed two years. At the end of this time, if no new members present, the Chapter Charter will be revoked. A new chapter may be formed at any time following the guidelines listed above.

III. Officers and Organization

- A. Organization leadership with serve in one year terms for each AANS Medical Student Chapter will be as follows:
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
- B. Officer elections should be held annually at the start of the academic year. Special elections may be held at any time for vacancies that occur. In the event of medical student graduation or voluntary resignation, succession will occur as Vice President to President, Secretary to Vice President, Treasurer to Secretary and will remain valid until the next official election. In the event of succession, the Treasurer may be appointed by the President and Faculty

Mentor from the chapter membership. The position of Treasurer and Secretary may be combined.

- C. A resident or the Faculty Mentor will be responsible for ensuring the integrity of the organizational structure and will cast the tie-breaking vote for all initiatives and elections should a tie occur.
- D. Officers may serve no more than one term in each office unless no other members are available to maintain the leadership structure.
- E. Committee Chairs (see section IV) may be appointed by the chapter President
- F. Officer Duties:
 - 1. *President* The Chapter President will be responsible for convening each meeting in a manner consistent with procedures outlined in the most recent edition of *Roberts Rules of Order*. He/She, along with the chapter Secretary, will be responsible for the creation and submission of the "Annual Chapter Activity Report" (Appendix B) which may be uploaded to the AANS website. The chapter President may propose the formulation of new committees and may appoint committee chairs.
 - 2. *Vice President* The Vice President will assist the President where requested and will assume the duties of the President in his/her absence. The Vice President will also be the chair of the chapter Journal Club Committee.
 - 3. *Secretary* The Secretary will be responsible for maintaining chapter minutes and will assume the responsibilities of the Vice President in their absence. The Secretary will, in conjunction with the President, be responsible for the creation and submission of the "Annual Chapter Activity Report".
 - 4. *Treasurer* The Treasurer will be responsible for the collection and recording of chapter dues and will assume the responsibilities of the Secretary in his/her absence. The Treasurer will provide to the Secretary and President relevant chapter financial activity for the annual report.
 - 5. *Faculty Mentor* The Faculty Mentor will give guidance and oversight to the chapter and its officers. They will be responsible for reporting to the AANS any concerns that cannot be resolved at a local level. Should there be a tie in any election or vote, they may cast the tie breaking vote.
- G. Officer Removal: Officers elected to positions within their chapters will serve their full terms unless: 1) graduation occurs, 2) the position is resigned, 3) the student leaves the medical school. A serving officer may be removed during a recall vote process with a 2/3 majority vote. A recall may be called for any reason but must be endorsed by the Faculty Mentor.

IV. Committees

- A. AANS Medical Student Chapters will have one standing committee, the Journal Club Committee, which will automatically be chaired by the chapter Vice President, and will:
 - 1. Meet no less than once every quarter
 - 2. Meet to discuss relevant neurosurgery literature
 - 3. Be coordinated in conjunction with and mentored by the chapter Faculty Mentor

- B. There will be no limit to the type and responsibilities of committees created within individual chapters. Committees may be created and chaired *ad hoc* at the discretion of the chapter President.

V. Administration

- A. The overall governance of the AANS Medical Student Chapters will be the responsibility of the YNC Medical Student Task Force Chair. He/She will:
 - 1. In coordination with the YNC Chair, designate AANS YNC quadrant representatives who will help review Chapter applications and annual reports.
 - 2. Create a concise annual report which will be provided to the AANS YNC Chair consisting of newly created AANS Medical Student Chapters, quadrant, and state based medical student membership in existing chapters and highlights of specific individual chapter activities.
 - 3. With the YNC Chair, select specific medical student chapters to highlight in article format within issues of the *AANS Neurosurgeon*.
 - 4. Identify exceptional education, mentorship, or leadership activities of individual chapters for meritorious awards and scholarships.
- B. The AANS Executive Office will provide administrative support as it pertains to the creation and maintenance of the online chapter application, supporting documents, and annual report. The YNC Medical Student Task Force Chair will have administrative access to electronic materials submitted by individual chapters and will be responsible for all reports.

VI. Professional Conduct

All members of the AANS Medical Student Chapters will be held to the high professional standards expected of a neurosurgeon. All actions, including word, deed, and social media, should be carefully considered to insure that the individual and organized neurosurgery are perceived with the respect they are due.

Appendix A: AANS Medical Student Chapter Application

The application can be found at <insert link to website>

Appendix B: Sample Annual Report

Chapter: (medical school name)

Officers: (President, Vice President, Secretary, Treasurer)

Members:

Financial report: (Brief budget report)

Chapter activities: Please provide a list of chapter events for the year (journal clubs and topics, lectures, research activities, mentors of chapter members, medical students hosted during interviews, etc.)