**Bylaws of Pan Arab Pediatric Neurosurgery Chapter a Division of Pan Arab Neurosurgical Society**

**لائحة أنظمة اللجنة العلمية لجراحة المخ وأعصاب الأطفال فرع الجمعية العربية لجراحة المخ والأعصاب**

1. **Formation**

Pan Arab Pediatric Neurosurgery Chapter is composed of Pediatric Neurosurgery societies, Pediatric Neurosurgery chapters and individuals of pediatric neurosurgeons, neurosurgeons with special interest in Pediatric Neurosurgery, Pediatric Neurologists, Pediatric Neurophysiologists, Pediatric Neuropsychologists, Neuroradiologists with Pediatric interests, Nurses providing care for pediatric neurosurgical patients, and related medical disciplines throughout the Arab world.

1. **Principal Office المكتب الرئيسي**

The office is located in Riyadh Saudi Arabia

1. **Purpose**
   1. ***Mission***

Pan Arab Pediatric Neurosurgery Chapter aims to be the main Committee representing Arab Pediatric Neurosurgeons in the Arab world with a mission of developing the Pediatric Neurosurgery care for the benefit of patients and physicians.

1. **Vision**
   1. Pan Arab Pediatric Neurosurgery Chapter is aiming to be the main body for education and training of Pediatric Neurosurgeons in the Arab countries.
   2. To maintain high level of expertise, scientific knowledge and training in Arab world in Pediatric Neurosurgery through academic programs, hands-on teaching techniques, visiting and training in advanced Pediatric Neurosurgery centers and departments.
   3. To ensure that Pediatric Neurosurgery patient care is at the highest level compared to the best existing centers in the world.
2. **Objectives**
   1. To promote pediatric neurosurgery as independent subspecialty in Arab Countries.
   2. To support the progress for knowledge and care in pediatric neurosurgery through regular continuous medical educations courses and workshops targeting neurosurgeons and trainees toward the sub specialization.
   3. To establish network of scientific communications with different national and international pediatric neurosurgery centers and societies
   4. To promote and facilitate scientific research between different centers in Arab countries
   5. To Supervise and apply ethical standards for the specialty.
3. **Foundation**

The Pan Arab Pediatric Neurosurgery Chapter was founded in Abu Dhabi (United Arab emirates) during PANS Congress 4th-7th Dec. 2014annual meeting by a founding committee of senior pediatric neurosurgeon from Arab countries.

1. **Members**
   1. **Active Members**.
      1. Pediatric neurosurgeons, qualified as pediatric neurosurgeons and they work only in pediatric neurosurgery.
      2. Pediatric neurosurgeons, trained and have long experience (more than 5 years) in pediatric neurosurgery, and they work mainly in pediatric neurosurgery.
      3. General neurosurgeons with special interest in pediatric neurosurgery and have experience in pediatric neurosurgery for more than 10 years who devote more than 50% of their work for Pediatric neurosurgery.
      4. Active members have the right to:
         1. Vote in General Assembly meetings.
         2. May hold elected offices.
         3. May serve on the Board of Directors.
         4. May run the different activities of the group.
   2. **Affiliate Members**.
      1. Affiliate members include physicians or equivalents who devote less than 50% of their professional activities to pediatric neurosurgery, nurse practitioners, registered nurses, physicians’ assistants, physical therapists, researchers, technical professionals or other health care professionals with an interest in pediatric neurosurgery.
      2. Affiliate members pay annual dues set by the Board of Directors.
   3. **Emeritus Members**.
      1. Emeritus members are individuals who have been members in good standing of the Pan Arab Pediatric Neurosurgery Chapter for at least fifteen (15) years and have retired.
      2. Requests for emeritus membership must be made in writing to the Society headquarters. Emeritus members do not pay annual dues.
   4. **International Members**.
      1. International members are health care professionals with an interest in Pediatric Neurosurgery who are living outside Arab countries.
      2. International members pay annual dues set by the Board of Directors.
   5. **Honorary Members**,
      1. Honorary Membersare individuals who are recognized for leading achievements and contributions to Pediatric Neurosurgery.   Honorary members do not pay annual dues but shall demonstrate continuing participation in the Society. Honorary members can be of non-Arab nationality.
2. **Application for Membership**
   1. **Application Requirements**: A curriculum vitae or résumé must accompany the application    for membership with two references from active members in the Pan Arab Pediatric Neurosurgery Chapter.
   2. **Application**: Shall be reviewed by the Membership Review Committee. Committee shall submit the name(s) for approval of at least two thirds (2/3rds) of the Board of Directors.
   3. **Termination of Membership:** Membership shall terminate upon *i) resignation if accepted by the Board of Directors; ii) non-payment of dues for a period of two years; iii) dissolution; iv) death; or v) any member whose license to practice medicine is suspended or revoked for unethical conduct.*
   4. **Renewal of Membership**: Each year all memberships shall be renewed by the payment of annual membership dues.
3. **Board of Directors**
   1. **Board of Directors** – Is the authority having the full power to manage the Pan Arab Pediatric Neurosurgery Chapter in accordance with the purposes, principles and other requirements of these Bylaws and the Articles of Incorporation
   2. **Number and Qualifications** – The Board of Directors shall consist of voting members, namely: (1) President (2) President Elect /Vice-President (3) Immediate Past President (4) Secretary (5) Education & Training Committee (6) Treasurer (7) International Public Relation and two members at large. No more than two board members from same country including president.
   3. **The President of the Pan Arab Pediatric Neurosurgery Chapter** – The President of the Pan Arab Pediatric Neurosurgery Chapter, serving as Chairman of the Board, shall set the agenda for, preside at and supervise the presentation of and voting for all motions and actions of both the Board and Executive Committee Meetings.
   4. **Elections to the Board** – The other offices which may require election, shall be nominated and elected by the Members of the Pan Arab Pediatric Neurosurgery Chapter. Unless otherwise specified in these Bylaws, no member of the Board of Directors shall be re-elected to the same office after serving a full term in that office.
   5. **Term of Office** – Directors shall hold office according to their tenure as specified in these Bylaws or until his successor has been elected and appointed and qualified.
   6. **Special Board Meetings** – Special meetings of the Board of Directors may be called by the President or a majority of the Board. Notice of any special meeting of the Board shall be sent in writing by email or facsimile at least (6) weeks prior to the meeting. The attendance of a Member at any meeting shall constitute a waiver of notice of such meeting, except where a Member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.
   7. **Quorum** – A majority of the Board of Directors shall constitute a quorum for the transaction of business at any of its ordinary meetings. If the Quorum is not present in the first meeting, a 2nd meeting can be called for within 3 weeks maximum, and the simple majority of attendees shall present a quorum. No voting process is allowed with proxy (in case of extra ordinary meeting required vote by email or fax).
   8. **Compensation** – Members of the Board of Directors shall not ordinarily receive any compensation for their services.
   9. **Appeals** – A decision by the Board of Directors may be appealed to the general assembly at the next regular meeting. A two-thirds (2/3rds) vote of the members present in the first call shall be required to reverse the decision of the Board of Directors, or simple majority after the second call.
   10. **Terms**- The first 4 years should considered as founding period so all members of the office should serve for 4 years in order to secure establishing the chapter and increase the membership. After that the term (starting January 2019) of all members of the office should be only 2 years can be renewed once, but the president and president elect is only one period. The General Secretary could be renewed for 3 terms.
4. **Elected Officers of the Pan Arab Pediatric Neurosurgery Chapter**
   1. **The principal elected officers of the** **Pan Arab Pediatric Neurosurgery Chapter shall be**:
      1. **The Vice President (President Elect)** who shall serve the following term as President: The Presidential line shall be defined as the Past President, the President, the Vice President or President Elect. The president is elected for a period of 4 years in the founding period (till December 2018) and for 2 years after that.
      2. **Secretary**, who may serve for up to 4 years during the founding period after that the term, is only 2 years and the term could be renewed 3 times.
      3. Such other officers as may be elected in accordance with the provisions of this Article 5.
   2. **Election and Term of Office** – Election of officers of the Pan Arab Pediatric Neurosurgery Chapter, shall take place at the regular scientific meeting of the Society. Each officer shall hold office for no longer than three consecutive years, as defined in these Bylaws. The term shall begin with the last day of the regular scientific meeting of members in the year of appointment.
      1. **Qualifications** – Only active members in good standing may be elected as officers.
   3. **Removal** - An officer may be removed by a two-thirds (2/3rds) vote of the Board of Directors.
   4. **Compensation** – Officers of the Pan Arab Pediatric Neurosurgery Chapter shall ordinarily not receive any compensation for their services. Any reasonable expenses required must be approved by the majority of the Board of Directors.
   5. **DESIGNATION AND FUNCTIONS OF ELECTED OFFICERS**
      1. **President** – Serves as the Chairman of the Board of Directors and Chairman of the Executive Committee and shall supervise all the business of the society. He may sign, with the Secretary or any other proper officer of the Pan Arab Pediatric Neurosurgery Chapter authorized by the Board of Directors, contracts, or other instruments which the Board has authorized to be executed. The President shall hold office for a term of one (1) year. He shall convey the office of Presidency to the Vice-President (President Elect) when his term is finished prior to closure of the business session of the regular scientific meeting. The President shall also serve as principal liaison with other professional or academic societies, but may delegate this role to the Vice-President (President Elect), or to the Past President or other appointees as may be prudent to the interests of this Pan Arab Pediatric Neurosurgery Chapter and to maintain continuity in said liaison. At the end of his term, the President is appointed by his successor to Past-President.
      2. **Vice-President** (President Elect) – In the absence of the President or in the event of his inability or refusal to act, the Vice-President shall perform the duties of the President, after the approval of the Board majority.
      3. **Secretary** – Shall keep the minutes of the Meetings of the Members and the Board of Directors, give all as required the by-laws, be custodian of the Pan Arab Pediatric Neurosurgery Chapter corporate records and the seal of the Pan Arab Pediatric Neurosurgery Chapter and affix that seal where necessary to all documents, the execution of which on behalf of the Society under its seal is duly authorized in accordance with the provisions of these bylaws. He shall keep a register of the addresses, telephone, email and facsimile numbers of each member.  He shall notify all Members of the Committees of the appointments and duties assigned to them. The Secretary shall be elected for a term of three (3) years, with his term not to coincide with that of the Treasurer.
      4. **Chairman of the Scientific and Training Committee**: Shall be elected between board members, shall put the scientific and training plan for the society supported by committee members. Coordinate with the national/local Pediatric Neurosurgery societies for the scientific activities and training. Establish and reinforce relations with Pediatric Neurosurgery societies or similar organizations worldwide.
      5. **Treasurer** – The Treasurer or the Executive Director acting in his stead, shall keep the accounts of the Pan Arab Pediatric Neurosurgery Chapter and collect all moneys due the Pan Arab Pediatric Neurosurgery Chapter. He and the President or Executive Director shall oversee the payment of all Reasonable expenses of the Pan Arab Pediatric Neurosurgery Chapter. He shall have charge of and be responsible for all funds and securities of the Pan Arab Pediatric Neurosurgery Chapter, and shall receive and give receipts for moneys including those due and payable to the Pan Arab Pediatric Neurosurgery Chapter from any source whatsoever and deposit in banks all such moneys in the name of the Pan Arab Pediatric Neurosurgery Chapter. He shall keep a correct record of all monetary transactions, providing such records for audit, whenever so directed by the Board. He shall also serve on the Executive Committee of the Board. The Treasurer shall be elected for a term of three (3) years, with his term not to coincide with that of the Secretary.
      6. **Past President** – The Past President shall serve, on appointment by the presiding President, in an exofficio capacity on the Board of Directors of the Board for one year. Other duties may be assigned to him by the President or the Board of Directors.
      7. **Executive Director** – The President, with approval of the Board of Directors or Executive Committee, may hire an Executive Director. It shall be the duty of the Executive Director to understand and enforce the By-laws and policies of this Pan Arab Pediatric Neurosurgery Chapter. The Executive Director shall act to implement such policies and actions as directed by the President or the Board. He may hire assistants, consultants or other outside service providers, subject to approval by the President and the Board of Directors or Executive Committee, to assist in the administration of the Principal Office and in the Society’s business affairs. He shall also serve, ex-officio, on the Board of Directors.
      8. **Principal Office** – The Board of Directors may establish a Principal Office for the Pan Arab Pediatric Neurosurgery Chapter at such location as the Board determines is appropriate, to facilitate the policies, activities, meetings and business affairs of the Pan Arab Pediatric Neurosurgery Chapter. The Executive Director shall be charged with the administration of the Pan Arab Pediatric Neurosurgery Chapter’s Office.
5. **Committees and Sub-committees:** Subcommittees are intended to develop educational programs in areas of emerging interest in Pediatric Neurosurgery care.
   1. Pan Arab Pediatric NeurosurgeryChaptermembers should volunteer for assignment or election to a Committee or task force only if they believe they shall be reasonably able to attend meetings and actively participate. Lack of attendance at three consecutive Committee or Task Force meetings may occasion the respective Chairman to request a resignation by that member.
   2. Committees should communicate at least twice per year. Deliberations and actions shall be sent to the Secretary within thirty (30) days of the meetings except for those occurring during the time of the regular scientific meeting of members.
6. **Scientific Activities:** The major activity is the regular “Scientific Meeting” (every 2 years) which group all members and allied pediatric neurosurgery organizations and should be at high scientific level.
7. **Other Activities**
   1. Pan Arab Pediatric Neurosurgery Chapter Diploma in collaboration with other national and regional societies.
   2. Pan Arab Pediatric Neurosurgery Chapter Journal / Periodicals
   3. Participation in local and regional meetings in different Arab countries
   4. Initiate or support joint research and meetings between different Pediatric Neurosurgery society in Arabic Countries and at international levels
   5. Promote the Hands-On Practical Endoscopic techniques.
   6. Using website for interaction and diffusion of scientific information for patients and physicians.
8. **Amendments to Bylaws:** Any amendments must be proposed and signed by at least three (3) Board Members and to be submitted to the Secretary at least three (3) months before the regular scientific meeting of the Pan Arab Pediatric Neurosurgery Chapter.   It has to be circulated to the members of the Pan Arab Pediatric Neurosurgery Chapter at least one (1) month before the meeting where the vote will happen. The Board of director has the power to change any item of the byelaws and study and vote for future plans.