



# Neurosurgical Society of America

## Membership Application Guide

**Purpose:** This document is to help guide sponsors and applicants through the membership application process.

**Background:** Membership in the NSA requires a multi-year process. This process is governed by Article III society's bylaws and managed by the membership committee. The candidate's sponsoring member should be the primary guide for the candidate through the membership process with the support of the membership committee and other members.

**Requirements:** For a candidate to be presented for consideration for active membership in the NSA, they must meet the following requirements:

1. Attend a meeting and present a paper
2. Submit an application for membership prior to his or her 50<sup>th</sup> birthday with a member sponsor, after attending the meeting at which they give a presentation. The application must include a CV and photo.
3. Attend at least 2 additional meetings.
4. Have 3 letters of recommendation, one from the primary sponsoring member.
5. Hold ABNS or equivalent certification (for non-US resident members)

Once these requirements have been met, the membership committee will present these candidates at the Interim Meeting each year to the Executive Committee, which will approve the slate of candidates to voted on by the membership. Upon approval of the candidates by membership, they will be informed of the results of the vote and inducted into the NSA at the next Annual Meeting.

The formal steps to membership above only comprise a portion of the process of becoming a member. There are many informal steps as part of this process as well. These include (with responsible role in parentheses):

- Identifying neurosurgeons who could be potential members of the NSA and exploring their interest in becoming a member (members, Membership Committee)
- Inviting these potential members as a guest (members)
- Explain the membership process (Primary Sponsor/Membership Committee)

- Introducing the guest to other members and to the culture of the NSA (Primary Sponsor, other members)
- Helping the candidate apply for membership (Primary Sponsor/Membership Committee)
- Supporting the candidate at membership discussions at Interim Meetings (Primary Sponsor/Other Sponsors)

#### Calendar of Events:

- All Year: Identify neurosurgeons to be invited as guests for upcoming Annual Meetings
- Summer/Early Fall: Send reminder to membership and submit or update applications prior to Interim Meeting
- Fall: Interim Meeting, review applications and identify candidates who are ready for membership vote
- Fall/Winter: Membership votes to approve new member candidates
- Winter: Notify newly elected members

## RELEVANT DOCUMENTS

### Membership Bylaws (Approved 2022)

#### **Article III: Membership**

##### **Section 1: Membership Categories**

1. Active membership shall be formed from neurosurgeons who are certified by the American Board of Neurological Surgery or, in the case of residents of foreign countries, its equivalent in the opinion of the Executive Committee. The privilege of voting shall be reserved for Active members and Senior members. The privilege of holding executive office shall be reserved for Active members. The Active membership cap shall be 200.
2. Senior Membership: An Active member may choose to change status to Senior after 15 years of Active membership. Senior members shall have the privilege of voting, may serve on committees but are not eligible to hold executive office.
3. Associate membership may be accorded to those who are not neurosurgeons, but who are in a closely related field and whose contributions and attendance will be of benefit to the Society. Associate members may serve on committees but will not have the privilege of voting or the privilege of holding executive office. Associate membership shall have no more than 10 members at any given time.
4. Honorary membership may be accorded to certain individuals whom the Society wishes to honor, without reference to qualifications or age. Any member may propose an individual for Honorary membership to the executive committee. If approved by the Executive Committee, the candidate shall then be put forth for a vote at the annual Business Meeting where a  $\frac{3}{4}$ -majority vote is required for election.
5. Inactive membership status may be accorded only once per member, to Active members who are temporarily unable to meet attendance requirements of Active membership, due to illness, injury, or other extenuating circumstances. Inactive membership status may apply for up to three years, at a maximum, from date of approval. Application for Inactive membership status must be made as a written request to both the Secretary and the Chair of the Membership Committee. Inactive members may not vote, may not serve on Committees, and may not hold Executive Office. Inactive Members shall be exempt from Annual Meeting registration fees, and during their Inactive status shall be exempt from paying membership dues. However, upon reinstatement as an Active member, membership dues shall be paid in arrears, the amount to be determined by the Executive Committee at the time of reinstatement. At any time within the three-year window, the Inactive member may request return to Active membership, with a written request to both the Secretary and the Chair of the Membership Committee. If the Inactive Member has been unable to return to Active Membership by the end of the three-year window, their membership in the Society will terminate.

##### **Section 2: Procedure of Application and Election to membership for Active and Associate Membership**

1. A candidate must meet the qualifications for Active membership outlined in Article III, Section 1a.
2. Candidates for membership must have attended at least one meeting of the Society and must have presented a paper at the meeting before being proposed by a sponsor, and must attend two more meetings before being elected to membership.
3. A candidate must be 49 years of age or younger when proposed for membership. Application for Active membership must be submitted prior to the applicant's 50<sup>th</sup> birthday.
4. An application form must be completed including a picture and a CV, and letters from a sponsor and two other members.
5. The membership Chair shall present the full application of candidate members to the Executive Committee at the Interim Meeting for approval.
6. The Secretary shall then circulate the candidates' names to the entire membership electronically 60 days before the Annual Meeting for an electronic vote. A lack of a response shall be counted as a Yes vote.
7. Electronic vote results are communicated to the Executive Committee and elected members are notified.
8. The member is then formally inducted at the annual business meeting.

### **Section 3: Procedure for handling Rejected applications:**

The Executive Committee, before notification of rejected applicants, shall review all rejected applications. This Committee may request convening of the Membership Committee for review of such rejected applications.

### **Section 4: Process for Reapplying for membership**

Individuals whose membership is terminated under provision of these Bylaws may apply to the Membership Committee for readmission. Such applications shall be considered in the light of other pending applications for membership in the Society. Applicants for readmission shall be exempt from the age requirement described in Article III, Section 2c.

## **Article IV: Annual Meeting Attendance**

### **Section 1: Active Members**

1. Every Active member of the Society is expected to attend every Annual Meeting.
2. The membership of any Active member who fails to attend any meeting may be terminated unless they submit an excuse acceptable to the Executive Committee within ninety days.

### **Section 2: Associate Members**

1. Associate members shall attend Annual Meetings at least every three years.
2. Absence from three consecutive meetings, except for reasons acceptable to the Executive Committee, shall result in automatic termination of membership.

### **Section 3: Senior Members**

Senior members are exempt from mandatory meeting attendance.

### **Section 4: Inactive Members**

Inactive members are exempt from mandatory meeting attendance.

### **Membership Committee Charge:**

The Membership Committee shall consist of four members and a Chair appointed by the President. Each member shall serve for a maximum of 5 years. It shall be the responsibility of this committee to receive applications and present eligible candidates to the membership electronically for a vote; a lack of response shall be counted as a Yes vote. It shall be the major responsibility of the Membership Committee to examine the individuals proposed for membership with a view of their consonance with the ideals and objectives of the organization, with these ideals including the goal of promoting diversity within the organization's membership. The term of office for Chair of this committee is limited to five years.