

## **Skull Base and Orbital Surgery Section of the American Rhinologic Society**

### **Article I.**

#### **Purpose**

The Skull Base and Orbital Surgery Section of the American Rhinologic Society seeks to bring together those individuals interested in advancing the care of patients with skull base and complex orbital pathology.

Through collaboration, the Section can guide the Society in meeting content/educational efforts, multi-institutional research efforts especially those involving rare pathology, best evidence-based practices and/or expert consensus, best coding practices, and NeuroRhinology fellowship training expectations as it pertains to skull base and complex orbital surgery.

It is also the intent of the Section to serve as a platform for more junior members of the Society to impact and enhance the Society through the aforementioned efforts given the unique nature of skull base and complex orbital surgery. Moreover, such a platform will allow Section members to participate in Section leadership roles thereby enhancing the Society membership experiencing with the hopes that excellence in such a capacity would result in future opportunities in the Society.

### **Article II.**

#### **Membership**

The Skull Base and Orbital Surgery Section of the American Rhinologic Society will be composed of active members of the ARS who wish to participate following approval by the Section Membership Committee following receipt and review of a member's application. Review and approval of new Section members occurs once per month.

Members of the ARS Executive Committee will have a standing invitation to attend all business meetings and meetings of the (Governing Council) GC in order to discuss ARS matters that may be of interest to the Section membership, facilitate communication between the Section and the ARS, and provide perspective from the ARS leadership.

### **Article III.**

#### **Officers Governing Council**

Section 1. Election/Designation of Governing Council Members/Officers

At the ARS Annual Fall Meeting, the Section will elect from among its members the following:

one Chair

one Chair-Elect

one Information Officer/Secretary

one Financial officer

one Research officer,

two Members-at-Large

Such election will be by majority vote of all Section members who choose to vote at the meeting. The Financial Officer will be subject to final approval by the ARS Board of Directors. The Skull Base and Orbital Surgery Section officers listed above, along with the Immediate Past Chair, will constitute the GC – for a total of 8 GC members. A term will be for two years. The Chair may serve one term. The Information Officer/Secretary, and Research Officer may serve two consecutive terms maximum. The Financial Officer may serve three consecutive terms maximum. The Members-at-Large may each serve one term.

Nominating process: Any member of the Section may run for only one office of the GC at any one time. Elections will be held at the Section Business Meeting, which will take place in conjunction with the ARS Annual Fall Meeting. The Information Officer/Secretary may receive nominations for all positions 14 or more days in advance of the Section Business Meeting. The proposed ballot will be circulated to Section members electronically at least one week in advance of the Business Meeting. Officers eligible for another term will be listed on the ballot as “incumbent” unless they do not wish to run for a second term. Nominations may be received from any Section member. Self-nominations are encouraged.

Special circumstance(s): In the event that the Section is approved by Society leadership at or near the time of the ARS Annual Fall Meeting and waiting to develop the Section GC is not feasible and would limit Section development then the Section will hold special sessions to seek nominations and elect GC members. Depending on the consensus of the present members the formal nominating process as detailed above may be omitted. If this special circumstance is required then terms will begin immediately upon election with the plan to resume the normal term schedule at the time of the next ARS Annual Fall Meeting.

Section 2. Terms of the GC Members. Term limits are listed above in Section 1 Election/Designation of Governing Council Members/Officers, as well as below under the description of each GC office. The GC member terms (as specified below) will begin immediately after the ARS Annual Fall Meeting in the year the members are elected. In the event that a member of the Section GC is unable to complete his/her term and a vacancy ensues, the Section GC may appoint an interim officer to serve until the next Annual Meeting, at which time an election will be held to fill the position for any remaining years in the term.

### Section 3. Chair.

The Chair will preside at all meetings for the Section and will report on the recommendations and actions of the Section to the ARS Board of Directors. The Section Chair, or Chair-Elect if the Chair is not available, will attend the Board of Directors meetings as a nonvoting guest and will present an update on the Section to the ARS Board of Directors. The Chair will maintain the integrity of the Section, and will be responsible for executing all initiatives on behalf of the section. The Chair will coordinate the Annual Business Meeting of the Section in conjunction with the Annual ARS Annual Fall Meeting. The term of the office of the Chair will be two years.

#### Section 4. Chair-Elect

The Chair-Elect will execute all of the duties of the Chair in the Chair's absence. The Chair-Elect will also serve as a liaison to the ARS President-Elect regarding planning of the program for the Annual Fall Meeting and the Spring Meeting, specifically to advise when questions arise regarding the inclusion of skull base content in the meetings and any associated issues. The term of the Chair-Elect is two years.

#### Section 5. Immediate Past Chair

The Immediate Past Chair will remain a member of the Section GC for an additional two-year term following his/her term as Chair. The Immediate Past Chair will be responsible for increasing membership of the Section and encouraging active participation by Section members. The Chair or Chair-Elect may delegate duties to the Immediate Past Chair on a temporary basis.

#### Section 6. Information Officer/Secretary

The Information Officer/Secretary will be responsible for the record keeping of the Section activity, the establishment and maintenance of section communications, and the maintenance of the current membership database with the Membership Committee Chair and the assistance of the ARS staff. The Information Officer/Secretary will be responsible for communications regarding GC elections prior to the Section Annual Business meeting. The Information Officer/Secretary will serve as Chair of the Section Information and Communications Committee (as applicable). The term of the information officer will be two years, renewable once with a maximum of two terms.

#### Section 7. Financial Officer.

The Financial Officer will be the Skull Base and Orbital Surgery Section liaison to the ARS Development Committee to encourage funding attainment for ARS and Section events/projects. The Financial Officer [working with the Section Chair, Chair-Elect, and committee chairs (as applicable)] will develop a yearly budget for Section initiatives/events and present this budget to the Treasurer of the ARS. The Financial Officer will work closely with the ARS Treasurer and BOD to provide oversight and approval of funding for all Section events. The Financial Officer will provide an annual report to the Treasurer of the ARS detailing the financial status and activities of the Section. The Financial Officer's term will be two years, renewable twice for a maximum of three terms.

#### Section 8. Research Officer

The Research Officer will be the Chair of the Section Research Committee (as applicable) and will be a liaison to the ARS Research and Grants Committee Chair regarding any initiatives or questions relating to research items within the Section or ARS. The Research Officer's term will be two years, renewable once with a maximum of two terms.

#### Section 9. Members-at-Large

The Members-at-Large will serve as liaisons between the Skull Base and Orbital Surgery Section and other organizations as the GC deems appropriate. The Members-at-Large will serve as Co-Chairs of the Section Program Committee to coordinate the planning of Section events at ARS meetings including the Annual Fall Meeting, the Spring COSM meeting, the ARS Summer Sinus Symposium or other events. The Members-at-Large may also be asked to perform additional tasks as assigned by the Chair. At the initial election, one Member-at-Large will be elected for a one-year term and one for a two-year term. Thereafter, the term of office of the Members-at-Large will be two years, with staggered terms, such that one is elected each year. Members-at-Large may serve a maximum of one term.

#### Section 10. Responsibilities of the GC.

The GC will serve as the executive body of the Section, will deliberate and conduct business on behalf of the Section, and will be responsible for managing the affairs of the Section with respect to all matters not specifically required of the Section members. The powers of the GC are established by and subject to approval by the ARS Board of Directors. Each GC member will be responsible for compiling a written report of actions and information on at least an annual basis to be submitted to the Skull Base and Orbital Surgery Section Chair.

### **Article IV.**

#### **Section Representation**

Section 1. Representative to the Board of Directors.

The Chair of the Skull Base and Orbital Surgery Section will represent the Section at the ARS Board of Directors meeting as a non-voting guest. The Chair of the Section will present an update to the BOD at each board meeting, including a financial update.

Section 2. Representatives to other medical professional organizations.

When appropriate, the Section Chair or his/her designee may represent the Section to other medical professional organizations.

### **Article V.**

#### **Committees**

Section 1. Committees

Skull Base and Orbital Surgery Section Committees will be chaired by a current member of the Governing Council (GC) or will be appointed by the Section Chair in consultation with the GC. Committee chairs not on the GC can self-nominate prior to the Section Annual Business Meeting after solicitation for nominations by the Information Officer/Secretary prior to the Annual/Fall meeting.

Committee Chairs that have a position on the GC (e.g. Program Committee, Research Committee, Information and Communication Committee) will serve as chair of their respective committee for a term coincident with their term on the GC. Committee Chairs

without a position on the GC can serve up to two consecutive two-year terms. Committee members can serve for three-year terms. The Section GC may add to or change the charges of specific committees or add new committees as needed. The GC may specify the criteria or number of members for each committee. The term of the Chair and committee members begins immediately after the Annual Fall meeting.

The following standing committees and charges are established:

- The Program Committee
  - Planning and implementing Section activities during meetings.
  - The GC Members-at-Large will serve as Co-Chairs of the Program Committee.
  - The Program Committee will work with the Financial Officer and ARS staff in the budgeting and planning of Section events.
  
- The Research Committee
  - Supporting research through collaboration in the ARS.
  - The Research Officer of the GC will serve as Chair of the Research committee.
  
- Information and Communication Committee
  - Communicating Section activities within the Section and the ARS.
  - The Information Officer/Secretary will serve as Chair of the Information and Communication committee.
  
- Membership Committee
  - Maintain an active membership roster.
  - Confer membership to applicants to the Section.

## **Article VI. Meetings.**

### Section 1. Dates and Places

The Section will conduct its Annual Business Meeting during the Annual Fall ARS Meeting at a place and time determined by the Chair. The GC members will attend all meetings of the Section. The Chair and four or more GC members may call additional meetings in person or by teleconference at their discretion.

### Section 2. Quorum

Attendance to the regularly scheduled business meeting of the Section is open to all members of the Section. Non-Section members may attend the business meetings but may not vote. Attendance by a majority of the members of the GC will be sufficient to establish a quorum for conducting business at any meeting of the GC.

### Section 3. Voting

Any two members of the Section will have the power to propose resolutions. Any member in good standing may second recommendations and vote on any matter before

the respective body. There will be no proxy voting. Non-Section members who are members of the ARS may attend Section business meetings but may not vote.

#### Section 4. Notice of Resolutions

Resolutions for consideration at the Skull Base and Orbital Surgery Section Annual Meeting must be submitted in writing including via email to the Section Information Officer/Secretary no less than 30 days prior to such meeting.

### **Article VII.**

#### **Resignation or Removal of Members**

##### Section 1. Resignation

Any member of the Section may resign by giving written notice of his/her resignation to the Information Officer/Secretary.

##### Section 2. Removal.

The GC may vote by majority vote of all GC members to remove a GC member if deemed in the best interest of the Section. Failure to maintain membership in the ARS with paid dues will result in automatic removal from the Section including Committees or the GC.

### **Article VIII.**

#### **Amendments to Rules and Regulations**

Proposals for amending or repealing these rules and regulations, or for adoption of new rules and regulations, may be presented and acted upon at any Annual or special meeting of the GC of the Section by an affirmative vote of 2/3 of the voting members present; providing that written notice of such proposed action will have be made available to each member of the section at least 14 days before the meeting at which such action is to be considered. The ARS Board of Directors must approve any amendments to this charter by majority vote.

**Appendix 1:**

**ARS Members Supporting Application for the Skull Base and Orbital Surgery  
Section/Section Charter Members (28)**

Nithin Adappa, MD  
Gregory Capra, MD  
Garrett Choby, MD  
Charles Ebert, MD  
Anthony Del Signore, MD  
Alexander Farag, MD  
Matthew Geltzeiler, MD  
Jose Gurrola, MD  
Ashleigh Halderman, MD  
Stephen Hernandez, MD  
Adam Kimple, MD, PhD  
Cristine Klatt-Cromwell, MD  
Corinna Levine, MD  
Peter Manes, MD  
Stanley McClurg, MD  
Kibwei McKinney, MD  
Gurston Nyquist, MD  
Zara Patel, MD  
Mindy Rabinowitz, MD  
Kenneth Rodriguez, MD  
Theodore Schuman, MD  
Brent Senior, MD  
Raj Sindwani, MD  
Janalee Stokken, MD  
Brian Thorp, MD  
Jarrett Walsh, MD  
Eric Wang, MD  
Adam Zanation, MD

**Appendix 2:**

**Fellows of the ARS Supporting Creation of the Skull Base and Orbital Surgery  
Section (25)**

Nithin Adappa, MD  
Gregory Capra, MD  
Rakesh Chandra, MD  
Garrett Choby, MD  
Charles Ebert, MD  
Alexander Farag, MD  
Matthew Geltzeiler, MD  
Ashleigh Halderman, MD  
Joseph Han, MD  
Robert Kern, MD  
Corinna Levine, MD  
Peter Manes, MD  
Stanley McClurg, MD  
Gurston Nyquist, MD  
James Palmer, MC  
Zara Patel, MD  
Mindy Rabinowitz, MD  
Theodore Schuman, MD  
Brent Senior, MD  
Raj Sindwani, MD  
Janalee Stokken, MD  
Brian Thorp, MD  
Eric Wang, MD  
Kevin Welch, MD  
Sarah Wise, MD



**Appendix 3:**  
**Budget**

An anticipated budget of \$0.00 for Fiscal Year 2021 (July 2020 – July 2021) is expected. The section is hopeful to utilize the infrastructure and resources of the Society (i.e. website, DocMatter, etc.) to help with Section communications and potential outreach. Moreover, it is assumed that much of the Section's initial efforts will be applied to Section organization, planning, and integration.

**Appendix 4:  
Memorandum of Understanding**

Re: Financial Relationship Between the American Rhinologic Society and the Skull Base and Orbital Surgery Section

Upon creation of the ARS Skull Base and Orbital Surgery Section, the following terms and conditions are agreed upon to establish the financial relationship between the American Rhinologic Society (ARS) and the Skull Base and Orbital Surgery Section within the ARS:

The Skull Base and Orbital Surgery Section will have a designated Financial Officer for the Section.

The Skull Base and Orbital Surgery Section Financial Officer will work closely with the ARS Treasurer.

The Skull Base and Orbital Surgery Section Financial Officer will submit an annual financial report to the ARS Treasurer.

Based upon the previous year's Skull Base and Orbital Surgery Section annual financial report and consideration of future planned programming/initiatives, the Skull Base and Orbital Surgery Section Financial Officer will create an annual budget for Skull Base and Orbital Surgery Section activities.

The Skull Base and Orbital Surgery Section annual budget will be reviewed by the ARS Treasurer and refined by the ARS Treasurer/ Skull Base and Orbital Surgery Section Financial Officer until both parties are in agreement. Final approval for the Skull Base and Orbital Surgery Section annual budget will be by the ARS Board of Directors.

Funds for Skull Base and Orbital Surgery Section activities will be drawn from ARS accounts so long as such expenditures are consistent with the approved budget.

The Skull Base and Orbital Surgery Section will not engage in separate fundraising activities outside of established ARS efforts.

The Skull Base and Orbital Surgery Section Financial Officer will serve as a member of the ARS Development Committee and be actively engaged in fundraising efforts that support Skull Base and Orbital Surgery Section activities and the greater ARS.

At the request of the ARS Treasurer or Development Committee, the Skull Base and Orbital Surgery Section Chair may appoint additional Skull Base and Orbital Surgery Section members to engage in development efforts for the ARS.

Signatures:

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Skull Base and Orbital Surgery Section Chair

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ARS President