

**ACCREDITATION COUNCIL  
FOR  
PEDIATRIC NEUROSURGICAL FELLOWSHIPS, INC.**

**BY-LAWS**

**PREAMBLE**

The Accreditation Council for Pediatric Neurosurgical Fellowships (“ACPNF”) has been established as a non-profit corporation whose purpose is to create standards for fellowship training in Pediatric Neurosurgery in the United States and Canada, and to accredit such fellowship programs.

Pediatric neurological surgery is the subspecialty of neurosurgery dealing with the diagnosis and treatment of disorders of the central, spinal, peripheral and autonomic nervous systems of infants and children.

**ARTICLE I**

**BOARD OF DIRECTORS**

**Membership**

The ACPNF shall consist of seven Directors, all of whom shall be pediatric neurosurgeons certified by the American Board of Pediatric Neurosurgery (ABPNS). Directors will serve for a term of four years, renewable for an additional term if approved by majority vote of the existing directors of the ACPNF. New Directors shall be nominated by the existing Directors of the ACPNF and must be approved by a simple majority vote of the current directors at its annual meeting.

The Directors shall meet at least two (2) times each year. Meetings may be conducted either in-person or remotely using appropriate audiovisual technology. In order to conduct ACPNF business, a quorum for a meeting shall be defined as the presence of at least 5 of the 7 Directors.

At the request of the Chair or any three (3) other Directors, special meetings of the ACPNF may be held at a time and place to be determined by the Directors

Directors are entitled to reimbursement of expenses incurred, if any, for attendance at meetings of the Directors.

## **ARTICLE II**

### **BOARD OF DIRECTORS**

#### **OPERATION**

##### **Composition and Term of Office**

The Board of Directors shall be vested with management and control of the property, business and affairs of the ACPNF.

##### **Executive Committee of the Board of Directors**

At the discretion of the Board of Directors, an Executive Committee may be established as needed.

## **ARTICLE III**

### **OFFICERS**

The Officers of the ACPNF shall consist of a Chair, a Secretary, and a Treasurer, and such other Officers as may be elected by the Board of Directors from time to time. The Officers shall be elected by a simple majority of the Board of Directors of the ACPNF.

If an office shall become vacant by reason of death, resignation, disqualification or removal of the incumbent thereof, or other cause, the Directors may elect a successor to hold the office for the unexpired term in respect to which such vacancy occurred or was created. In case of the absence of any Officer of ACPNF, or for any reason that the Directors may determine as sufficient, the Directors may delegate the powers and duties of such officer to any other Officer, or to any Director, except where otherwise provided by these By-Laws.

## **ARTICLE IV**

### **INDEMNIFICATION OF DIRECTORS AND OFFICERS**

The ACPNF shall indemnify each Director and Officer, each former Director and Officer and each person who is serving, or has served at its request as a Director or Officer at another enterprise, and may indemnify any employee or agent, any former employee or agent and any person who is serving or has served at its request as an employee or agent of any other enterprise to the fullest extent from time to time in the event any of such persons shall be made or threatened to be made, a party to any action, suite or proceeding whether civil, criminal, administrative or investigative. As used herein, the terms Officer, Director, employee and agent shall include their heirs and personal representatives.

## **ARTICLE V**

### **PROCEDURES FOR ACCREDITATION OF PEDIATRIC NEUROSURGICAL FELLOWSHIPS**

The ACPNF shall establish guidelines and processes for the accreditation of fellowship training programs in Pediatric Neurosurgery. Specifically, the ACPNF establishes the minimum standards and training requirements for fellowship programs in pediatric neurological surgery and determines whether individual programs meet those standards and requirements to merit continuing accreditation. These guidelines shall include such prerequisites as case numbers, faculty composition, patient population, institutional requirements, and training curriculum, as well as other fellowship requirements as determined by the Board of Directors. The ACPNF is empowered to assess an application fee from new programs requesting accreditation, and to assess annual fees from previously accredited programs, such fees to be determined by vote of the Directors from time to time.

The ACPNF shall annually review all accredited fellowship programs in pediatric neurological surgery to determine whether they continue to meet the standards and requirements established by the ACPNF. The review shall include, without limitation, a review of institutional and fellow case types and volumes, and institutional and faculty composition. As part of this review process, a program may be selected for a repeat site visit by the ACPNF if concerns have been raised regarding the program's qualifications.

After the conclusion of each match, the ACPNF shall periodically send out confidential surveys to the recently matched fellows inquiring about the conduct of the match and the appropriateness of communication between the fellowship programs and the fellows. The ACPNF is empowered to take corrective measures or punitive actions against programs if inappropriate communication has occurred.

The ACPNF will continue to use its present policies and procedures for addressing programs that do not continue to meet applicable accreditation standards and requirements. Disciplinary actions for programs that fail to meet such standards and requirements may include, among other measures: warnings, reprimands, mandated corrective actions, probation, suspension or revocation of accreditation. The ACPNF shall notify CAST of any changes in fellowship directors, program additions, or disciplinary measures taken against any accredited fellowship program.

## **ARTICLE VI**

### **FELLOWSHIP APPLICANT MATCH PROCESS**

The ACPNF will supervise the annual matching of applicants for pediatric neurosurgical fellowships carried out through the SF Match, the rules and regulations of which shall be posted on both the ACPNF and SF Match websites.

## **ARTICLE VII**

### **AMENDMENTS**

These By-Laws may be amended by the affirmative vote of at least two-thirds (2/3) of the entire Board of Directors at any annual, regular, or special meeting provided that written notice of the proposed amendment shall have been given to all Directors at least twenty (20) days in advance of the meeting.