

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

3
4 **BY-LAWS**

5
6 **PREAMBLE**

7 The Accreditation Council for Pediatric Neurosurgical Fellowships (“ACPNF”) has been
8 established in the state of Ohio as a non-profit corporation whose purpose is to establish the
9 standards for fellowship training in pediatric neurosurgery in the United States and Canada, and to
10 accredit such fellowship programs

11 Pediatric neurological surgery is that neurosurgical subspecialty which deals with the diagnosis
12 and treatment of disorders of the central, peripheral and autonomic nervous systems of infants and
13 children.
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16 **ARTICLE I BOARD OF DIRECTORS MEMBERSHIP**
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18 The ACPNF shall consist of seven Directors, five of whom shall be pediatric neurosurgeons
19 certified by the American Board of Pediatric Neurosurgery (ABPNS) and two of whom shall be
20 pediatric subspecialists in fields other than pediatric neurosurgery.

21 Directors will serve for a term of four years, renewable for an additional term if approved by
22 majority vote of the existing directors of the ACPNF. New Directors shall be nominated by the
23 existing Directors of the ACPNF, and must be approved by a majority vote of the current directors
24 at its annual meeting.

25 The Directors shall meet at least two (2) times each year and at such place either within or without
26 the State of Ohio, as may be fixed from time to time by said Directors. At the request of the chair
27 or any three (3) other Directors, special meetings of the ACPNF may be held at a time and place
28 to be determined by the Directors. At any meeting, a majority of ACPNF Directors shall constitute
29 a quorum, and any ACPNF business may be transacted at such a meeting.

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

32 **ARTICLE II BOARD OF DIRECTORS OPERATION**

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34 **Composition and Term of Office**

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

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38 **Executive Committee of the Board of Directors**

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

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41 **ARTICLE III OFFICERS**

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

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

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52 **ARTICLE IV INDEMNIFICATION OF DIRECTORS AND OFFICERS**

53 The ACPNF shall indemnify each Director and Officer, each former Director and Officer, and
54 each person who is serving or has served at its request as a Director or Officer at another enterprise,
55 and may indemnify any employee or agent, any former employee or agent, and any person who is
56 serving or has served at its request as an employee or agent of any other enterprise to the fullest
57 extent from

58 time to time permitted by the laws of the State of Ohio in the event any of such persons shall be
59 made or threatened to be made, a party to any action, suit or proceeding whether civil, criminal,
60 administrative, or investigative. As used herein, the terms Officer, Director, employee and agent
61 shall include their heirs and personal representatives.

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63 **ARTICLE V PROCEDURES FOR ACCREDITATION OF PEDIATRIC**
64 **NEUROSURGICAL FELLOWSHIPS**

65 The ACPNF shall establish guidelines and processes for the accreditation of fellowship training
66 programs in pediatric neurosurgery. These guidelines shall include such prerequisites as faculty
67 composition, patient population, institutional requirements, and training curriculum, as well as
68 other fellowship requirements as determined by the Board of Directors. The ACPNF is empowered
69 to assess an application fee from new programs requesting accreditation, and to assess annual fees
70 from previously accredited programs, such fees to be determined by vote of the Directors from
71 time to time.

72
73 The ACPNF establishes the minimum standards and training requirements for fellowship
74 programs in pediatric neurological surgery and determines whether individual programs meet
75 those standards and requirements to merit continuing accreditation. The ACPNF shall consult
76 with the Committee for the Accreditation of Subspecialty Training of the Society of
77 Neurological Surgeons (“CAST”) in connection with the establishment and periodic review (and
78 revision, as appropriate) of fellowship training program standards and requirements, but the
79 ACPNF will at all times have the ultimate responsibility and authority for determining program
80 standards and requirements.

81 Fellowship programs in pediatric neurological surgery that (i) meet the minimum standards and
82 training requirements established by the ACPNF and are offered at institutions that are affiliated
83 with those that are accredited for post-graduate (i.e., residency) training in neurological surgery
84 by the Accreditation Council for Graduate Medical Education (the “ACGME”), shall be deemed
85 to be accredited by both the ACPNF and CAST and shall receive a certificate of accreditation
86 containing the logos of both the ACPNF and CAST. Fellowship programs in pediatric
87 neurological surgery that (i) meet the minimum standards and training requirements established
88 by the ACPNF; and (ii) are offered at institutions in Canada that are affiliated with ACGME-
89 equivalent accredited post-graduate (i.e., residency) training in neurological surgery, shall be
90 deemed to be accredited by the ACPNF and shall receive a certificate of accreditation containing
91 the logo of the ACPNF.

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

98 The ACPNF will continue to use its present policies and procedures for addressing programs that
99 do not continue to meet applicable accreditation standards and requirements. Disciplinary
100 actions for programs that fail to meet such standards and requirements may include, among other

101 measures: warnings, reprimands, mandated corrective actions, probation, suspension or
102 revocation of accreditation. The ACPNF shall notify CAST of any disciplinary measures taken
103 against any accredited fellowship program.

104 The ACPNF shall collect data on institutional and fellow case volumes for each accredited
105 fellowship program in pediatric neurological surgery, and shall share such data with the ACGME
106 and CAST in a format and on a schedule to be agreed upon by the Parties and the ACGME.

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108 **ARTICLE VI. FELLOWSHIP APPLICANT MATCH PROCESS**

109 **The ACPNF will supervise the annual match of applicants for pediatric neurosurgical**
110 **fellowships carried out through the San Francisco Matching Program service, and will**
111 **adjudicate all issue related to said match, the rules and regulations of which shall be posted**
112 **on both the ACPNF and SFmatch websites.**

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114 **ARTICLE VII AMENDMENTS**

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