

# Pan Arab Neurosurgical Society

## By Laws

### Article I - Name

### Article II - Purpose

### Article III - Members and Affiliate Members

### Article IV - Officers, Qualifications, Election, Terms and Duties

### Article V - Committees, Composition, Elections, Appointments, Meetings, Terms, Duties, Parliamentarian, Advisor

### Article VI - Rules of Order

### Article VII - Amendments

### Article VIII - Appendix

#### ARTICLE I - NAME

The Pan Arab Federation of Neurosurgical Societies (hereinafter called the Society) shall be composed of Neurosurgical Societies, Colleges, Academies and kindred Neurosurgical Associations throughout the Arab world. The membership of the society is open as well for individual neurosurgeons that have had Arab origin and currently work and leave in another countries.

#### ARTICLE II - PURPOSE

##### 1. Objectives

The purpose of the Society shall be the advancement of Neurosurgery in all its aspects, and to represent Neurosurgery in the Arab World on matters of common interest by: -

- a) The establishment and maintenance of co-operation between neurosurgical organizations in the Arab World.
- b) The direction and enhancement of the prominent and effective position of neurosurgery within neurosciences.
- c) The exchange and dissemination of knowledge, ideas and recognized terminology in the field of neurosurgery.
- d) The development of the best possible standards of neurosurgical facilities and practice.
- e) The recommendation and encouragement of Pan-Arab accepted standards of education, training and research in neurosurgery and its allied sciences.
- f) The support of scientific symposia and annual scientific meetings of member neurosurgical societies.
- g) The establishment a scientific link with all neurosurgeons of Arab origin in their own new countries and institutes.

h) Encourage joint research between different neurosurgeons in different countries and in different departments.

l) The establishment of scientific and educational cooperation between the different Arab Universities in the field of neurosurgery and neurosciences.

J) The Establishment and maintain a Visiting professor Program , which permits Professors of Neurosurgery from an Arab Country to visit other universities in other Arab countries .

K) The establishment and maintain a trainee exchange programs, to permit all he Arab trainees to know each other and be exposed to different departments in neurosurgery in different countries.

## **2. Scientific Meeting of PANS**

A major activity that should evolve and progress shall be the holding of a timely and recurring “Scientific Meetings”. This should represent the scientific arm of the Society and should involve all members and allied neurosurgical organizations and should uphold the highest scientific ideals.

Whenever beneficial and advantageous, the Society should collaborate with established regional and international neuroscience groups in order to achieve its objectives.

## **3. Other Activities**

The Society may engage in such other activities, which are appropriate towards the fulfillment of its purposes.

Arab Board project for Neurosurgery

Pan-Arab Journal of Neurosurgery

## **4. Foundation of the Society**

The initial establishment of the Society in the Riyadh Armed Forces Hospital, Riyadh, Saudi Arabia, shall be by a Founding Committee whose members are either leaders of established neurosurgical societies or are recognized senior members of the subspecialty in their respective Arab country.

## **ARTICLE III - MEMBERS & AFFILIATE MEMBERS**

### **Section 1 - Members and Affiliate Members**

The Society shall be composed of the following types of Member and Affiliate member organizations (each of which shall be represented by delegates or observers as provided). (Article V).

#### **i) Members**

a) Organisations of duly constituted Neurosurgical Societies or Neurosurgeons from other countries where there is no Neurosurgical Society.

b) Associated kindred Neuroscience Societies, the majority of whose members are Neurosurgeons and Neurologists.

c) Free membership may be given to Arab neurosurgeons working outside the Pan-Arab region and non-Arabic neurosurgeons employed full time within the Pan-Arab region.

#### **ii) Affiliate Members**

Kindred neuroscience organisations without a majority of neurosurgeons / neurologists as members may be Affiliate Members of the Society.

## **Section II - Application for Membership or Affiliate Membership**

Neurosurgeons, neurosurgical, neuroscience, or other kindred organisations may become Members or Affiliate Members of the Society as provided by the By-Laws of the Society.

a) Application for membership will be submitted to the Executive Committee and shall contain:

1. A copy of the Constitution of the Society.
2. A list of the officers and members.
3. A report of the previous years' Annual General Meeting of the Society and a description of the Society's Scientific activities, journal, etc.
4. Application for free membership together with copy of curriculum vitae.

b) All applications, when completed, shall be reviewed by the Executive Committee and its recommendations shall be submitted to the By-Law Council for approval at its next meeting.

## **Section III - Election of Members**

Organisations and Neurosurgeons upon recommendation of the By-Law Council, may be elected as members of the Society by two-thirds (2/3) affirmative vote of the members of the By-Law Council, present and voting. The organisation must be truly Arab in its continental arena and should be primarily concerned with the general aspects of neurosurgery.

## **ARTICLE IV - OFFICERS, QUALIFICATIONS, ELECTION, TERMS AND DUTIES**

### **Section I - Officers**

The Founding Committee (Article II.4) and its Officers shall precede the formal election of the officers of the foundation until the adoption of the By-Laws in whole or in part.

There shall be elected officers of the Society and of the Scientific meeting. They should be leaders in Neurosurgery in the Arab world.

Officers of the Society (Executive Committee)

- I. President
- II. Vice-President and President-Elect
- III. Secretary General
- IV. Treasurer
- V. President of the Training Scientific Committee
- VI. Immediate Past President
- VII. Historian
- VIII. Member at Large (2)

### **Section II - General Qualifications of Officers**

All officers of the Society and Scientific meeting shall be active Neurosurgeons and full members of one of the Members of the Society. Officers may or may not have been delegates to the By-Law Council.

### **Section III - Election of Officers, terms and Duties**

a) All officers of the Society shall be elected by an affirmative majority vote of the members of the By-Law Council present and voting during the Meeting. The President may not be re-elected for 2 consecutive terms to this position.

b) Officers of the Society:

#### **1. President**

The President shall serve as the Chair of the Executive Committee and shall be an ex-officio member of all Committees of the Society. The President shall exercise the usual authority and assume the responsibilities similar to that of the President of the Scientific Society. The President may appoint Special (Ad Hoc) Committees and the President shall with the approval of the By-Law Council, be empowered to fill any vacancy which may arise in the offices of the Society, the Scientific Meeting and their committees if not otherwise provided in these By-Laws.

#### **2. Vice President**

The Vice President, who shall also be the President-Elect, shall assume the duties of the President if the President is absent or for any reason, is unable to fulfil the duties of the office.

#### **3. Secretary General**

The Secretary General shall be an ex-officio member of all committees of the Society. The Secretary General shall assume the usual duties and responsibilities of a Secretary General of a scientific society and those duties relating to the Society itself, the By-Law Council and the Executive Committee. The Secretary General shall be responsible for the day-to-day activities of the Society.

#### **4. Treasurer**

The treasurer shall assume the duties and responsibilities common to this office and shall chair the Finance Committee.

The treasurer shall perform those duties typically related to dues and other monies received by the Society, and expend such funds of the Society in accordance with the policies and approval of the Executive Committee and the By-Law Council. The Treasurer shall provide the Executive Committee with an operating statement of the Society, and the Scientific Meeting and balance sheet at intervals of no longer than twelve (12) months and then specifically at the meeting of the By-Law Council during the Scientific Meeting. The Treasurer shall supply to the Audit Committee copies of treasury records prior to the Scientific Meeting.

#### **5. The President of the Training Scientific Committee**

1) To govern the training scientific committee which will be selected by the Executive Committee.

2) Each Executive member applying for this position should provide an agenda to improve and develop the Neurosurgical status in the Arab world according to the international standards.

#### **6. The Immediate Past President**

#### **7. Historian**

The Historian shall be elected by By-Law Council for the term of eight (8) years and may be re-elected.

The Historian shall keep the archives of the Society Federation and of the past, present and future Scientific meetings.

c). The creation of the PANS membership system and presidential election:

**The PANS consist of the following membership system:**

1. Active member: He should pay an annual fee of 20 US dollars, which is to be sent to the Treasurer. He will receive on a regular basis the Pan Arab Journal of Neurosurgery. He should be qualified to participate in the "Active Assembly" or be announced for election to represent his country in the By-Law council if he meets the requirement of his national society. (To be one of the two candidates selected by his Neurosurgical Society to represent his country in the Executive Committee).
2. Associate member: Fees, 10 US dollars annually, he will receive the Pan Arab Neurosurgical Journal and attend the general assembly of the Society.
3. The residents in Neurosurgery who are still under training should pay 5 US dollars annually. This will qualify them to receive the Pan Arab Journal, and also be provided with information concerning courses, research or workshops of the PANS. The residents must provide a letter of recommendation from his chairman.
4. International membership: Will be provided by information concerning courses, research, symposia and workshops.
5. Honorary and life membership: Reserved for the pioneers in the field of Neurosurgery, and to the founder members of the PANS and other Neurosurgeons who are selected by the Executive Committee of PANS. They will receive the Pan Arab Neurosurgical Journal.

**d). The PANS Structural Organisation:**

**1. General Assembly**

The PANS consist of all the Arab Neurosurgeons who are members or non-members in their National Neurosurgical Society, and also those Neurosurgeons who do not have National Neurosurgical Societies in their own countries, they have the right to be either active, or associate members if they so wish. They compose the general assembly of the PANS.

**2. Active Council**

Consists of the active members only. All active members have the right, during the active assembly meeting, to propose any new constructional advice or to modify the By-Laws of the PANS in relation with growth and the future of the society.

All the proposals of the active assembly will be discussed in the "By-Law" Council.

**3. "By-Law" Council**

- a) Two active executive members selected by their National Neurosurgical Society represent every Arabian country. An additional alternate member can be proposed (not compulsory) which act as observers during the By-Law Council meeting with the right to vote for his country in case of absence of an original executive member.
- b) The countries that do not have an official National Neurosurgical Society, the existing PANS Executive Committee will then select their national representative after consulting with the senior colleagues in that country.
- c) Any country which has 10 or more national Neurosurgeons, and without a local society, it should be represented by 2 members selected by the PANS. Otherwise, if there is less than 10 Neurosurgeons then only one member will be selected.
- d) The country that has no national Neurosurgeons by law the PANS represent it, unless a non-national Neurosurgeon working in that country applies to the meeting of the Executive Committee to represent that country. The non-national Neurosurgeon can be a member of the By-Law Council, but he cannot be selected or elected for the Executive Committee. When a national Neurosurgeon exists he cannot later take the position of the non-national one in the By-Law Council unless the mandate of the non-national Neurosurgeon expires.
- e) Two members of the foundation committees will be chosen by the President of the PAND to serve in the By-Law Council.

e) The Executive Committee will be selected and elected by the By-Law Council.

f) The Executive Committee and the By-Law Council should meet at least once annually, during the courses and the annual meeting. The attendee will take the decision.

#### **4. The Executive Committee**

Consists of:

President  
Vice President (President of the next congress and the next President)  
Secretary  
President of the Training Scientific Committee  
Treasurer  
Historian  
Members at Large (2)

#### **5. PANS Foundation Committee**

All the PANS founders who met in Riyadh in 1996 composed the Foundation Committee, as per Annex I.

Two elected members of the Foundation Committee shall be members in the By-Law Council; they will represent the Foundation Committee and serve for a period of 4 years. They shall attend and advise during their membership time at all By-Law Council meetings, and they will have voting power as do all the By-Law Council members.

#### **6. Mandate**

The duration of the By-Law Council is 4 years. The Executive Committee should contact the National Societies to obtain the new recommended members, or to renew for the same members 6 months prior to the end of the Term. If the local society does not respond, the term of the old members will be renewed by law for an additional 4 years. The duration of the Executive Committee is for 4 years and the duration of the president is 2 years, he becomes the past president and member of the Executive Committee until the end of the Term.

#### **7. Scientific Meetings**

a) The Scientific Meeting should be held every 2 years.

b. The applications to hold the scientific meeting should be forward to the President of PANS and a copy to be send to By-Law Council at least 6months perior to the meeting of the By-Law Council and the Executive Committee meeting

c. The By-Law council has t prove the applications and forward them to the Executive council where it will be voted at to choose the site of the PANS Scientific Meeting.

b) Officers of the Scientific Meeting

All Scientific Meeting officers shall be active Neurosurgeons and members of a neurosurgical society of the country in which the Scientific Meeting is to be held. They shall be nominated by the President of that Scientific Meeting and will be ratified by the Executive Committee.

1) President of the Scientific Meeting

The President of the Scientific Meeting shall be the President-Elect of all committees of the Scientific Meeting and shall be a member of the Executive Committee of the Society. The President of the Scientific Meeting shall exercise the usual duties and responsibilities of a President of a Scientific Meeting and shall confine his attention to those matters related to the Scientific Meeting. The President of the Scientific Meeting shall appoint all Special (Ad Hoc) committees of the Scientific Meeting as necessary to carry out its functions; and will Chair its Scientific Programme Committee. The

President of the Scientific Meeting shall nominate the officers of the Scientific Meeting for ratification by the Executive Committee.

The President shall propose the site and date of the Scientific Meeting for ratification by the Executive Committee.

The President and Officers of the Scientific Meeting will be responsible for the high standard of the scientific contents of the Scientific Meeting, its scope and duration, and shall respect the principles, customs and traditions of the past Scientific Meeting. The prime objective of the Scientific Meeting up to the time of creation of these By-Laws was the presentation and discussion of research.

2) Vice President of the Scientific Meeting

The Vice President of the Scientific Meeting shall be the Vice Chairman of its Scientific Programme Committee. The Vice-President shall assume the duties of the President of the Scientific Meeting if the President is absent or for any reason, is unable to fulfil the duties of that office.

3) Secretary of the Scientific Meeting

The Secretary of the Scientific Meeting shall be a member of the Programme Committee of the Scientific Meeting. The Secretary of the Scientific Meeting shall exercise the usual duties and assume the responsibilities of a secretary of a Scientific Society, which will confine attention to those matters related to the Scientific Meeting.

4) Treasurer of the Scientific Meeting

The treasurer of the Scientific Meeting shall assume the duties and responsibilities common to this office and that of a Scientific Society and be responsible to the President of the Scientific Meeting and the Executive Committee. The Treasurer shall accept all monies received by the Scientific Meeting, handle them suitably and expend any of those funds of the Scientific Meeting in accordance with the budget submitted to the Finance Committee of the Society to whom the Treasurer is responsible and to whom the Treasurer must provide a full financial report at the completion of the respective Scientific Meeting.

5) Members-at-large

One member at-large from the national representative in the By-Law Council shall be the Chairman of the Local Arrangements Committee, the other Chair of the Technical Exhibits Committee. Both shall be members of the Scientific Programme Committee.

6) The number and responsibilities of such officers may be altered when necessary to accommodate local requirements according to geography or custom.

7) All the members of the Executive Committee should be hosted by the organising committee of the meeting (hotel and catering).

8) Free registration for the By-Law Council and the Executive Committee and founding committee members

**ARTICLE V -  
COMMITTEES, COMPOSITION, ELECTIONS, APPOINTMENTS, MEETINGS, TERMS, DUTIES  
PARLIAMENTARIAN ADVISOR**

There shall be an Executive Committee, By-Law Council, Standing, Scientific, Special and other Committees of the Society as listed, but not limited, to the following:

1. By-Law Council (Governing Council)
2. Executive Committee
3. Finance

4. Special (Ad Hoc)

5. Education/Training Committee

6. Foundation Committee

7. Others (Finance Membership Audit, Scientific)

Members of the By-Law Council, Executive Committee and all other Committees shall be made up of the effective leadership in Neurosurgery from all Societies in Arab Countries. Members of all Standing Committees of the Society shall be elected for the period between Scientific Meetings, usually four years. Members of Special Committees shall be appointed for a period time at the pleasure of the President, and members of a committee may be re-elected or re-appointed for no more than one additional term. A Chair may continue for another period, usually four years as an ex-officio member of a committee to provide understanding and continuity.

#### **Section I - By-Law Council : Composition, Meeting, Duties**

##### **A. Composition: (Officers and Delegates, Alternate Delegates), Terms, Meetings and Duties.**

###### **1. Delegates: Active Executive Members**

a) The By-Law Council shall be composed of: All the delegates, which are active members and selected to represent their national society.

b) Each associated full member organization or two delegates or one delegate shall represent country on the By-Law Council.

c) Each delegate or alternate delegate must be a neurosurgeon and an active member of his country or organization, which the delegate directly represents in all matters.

d) No delegate may represent more than one organization or member society.

e) Only officers and delegates shall have the right each to a single vote.

f) A quorum of the By-Law Council shall be determined by the presence of one quarter (1/4) or more of its voting members.

###### **2. Alternate Delegates: Ad-join Members**

a) A member organization or member society shall appoint or elect one and no more than two alternate delegates.

b) An alternate delegate may participate in all actions required by their prime delegate only if this delegate is not present.

##### **B. Terms**

1) All delegates, alternate delegates and observers shall be appointed or elected by their respective organizations and societies. Their names shall be submitted to the Executive Committee in writing six months prior to the By-Law Council meeting that is held in conjunction with the Scientific Meeting.

2) All delegates shall assume office at the end of the last meeting of the By-Law Council held at each Scientific Meeting. They shall continue office for one term, usually four years to include the meeting of the By-Law Council that is held at the next succeeding Scientific Meeting.

Alternate delegates shall serve terms at the pleasure of their parent organization.



### **C. Meetings**

The By-Law Council shall meet just prior to each Scientific Meeting, again on at least one occasion during the Scientific Meeting, at least once between Scientific Meetings and at such other times as the Executive Committee shall designate.

### **D. Duties**

The By-Law Council shall:

1. Serve as the governing body of the Society and the Scientific Meeting.
2. Elect all officers of the Executive Committee and ratify the President's nominated officers of that Scientific Meeting, and the members of standing Committees and scientific committees of the Society except as otherwise provided by these By-Laws.
3. Elect all standing and scientific committees not otherwise provided for.
4. Elect the Chairpersons of all Standing and Scientific Committees except the Nominating Committee.
5. Establish together with the President of the next Scientific Meeting, the place and date of the next Scientific Meeting, to occur not earlier than two years following the current Scientific Meeting.
6. Have the power to terminate the membership of a member society after proper notice and for just cause, after such recommendation has been made by the Executive Committee to the By-Law Council then approved by the By-Law Council by two-thirds (2/3) vote of the members, present and voting at a regular meeting.
7. Determine the dues to be charged to individual Member and Affiliated Member societies of the Society with the advice of the Executive Committee. The dues shall be paid to the Society once each year collectively by each Society on behalf of and proportional to the number of the constituted active members of each, in a common currency as determined from time to time by the Executive Committee.
8. Receive proposals, consider and elect organizations and societies as Member or as Affiliate members of the Society.
9. Approval by the By-Law Council is by two-thirds (2/3) vote of the members, present and voting at a regular time.

## **Section II - Executive Committee**

### **A. Composition**

The Executive Committee of the Society shall be composed of the following officers of the Society:

- 1) President of the Society
- 2) Immediate Past-President of the Society
- 3) Vice President and President-Elect of the Society
- 4) Secretary General of the Society
- 5) Treasurer of the Society
- 6) President of the Scientific Training Committee
- 7) Historian Member

8) Member at Large (2)

**B. Duties**

- 1) The Executive Committee shall act for the Society and its By-Law Council in all matters in the interim between meetings of the By-Law Council. At least four affirmative votes shall be required to take action. The President shall have a casting vote if necessary.
- 2) The Executive Committee shall give a report of its actions and recommendations for ratification and/or consideration at the next and each By-Law Council meeting.
3. The President of the Society may invite any other members to attend a meeting of the Executive Committee; they may participate in the discussion only by invitation from the President and such a guest will not vote.

**Section III - Programme Committee of the Scientific Meeting**

**A. Composition**

The Programme Committee shall be composed of the President of the Scientific Meeting as its Chair, the Vice-President as Vice Chair, the two members-at-large Officers of the Scientific Meeting, the Secretary of the Scientific Meeting, and as many members of the Host Member organization of the Society as required, these members being recommended to the Executive Committee by the officers of the Scientific Meeting.

**B. Duties**

This Committee shall be responsible for the scientific style and selection and organization of papers, poster, exhibits, plenary sessions, lectures and categorical and refresher courses.

They must solicit and select papers appropriate to the theme and concept of each Scientific Meeting, and to provide the most effective programmed of the highest quality within the time available.

**Section IV - Finance Committee of the Society**

**A. Composition**

The Finance Committee shall be composed of the Treasurer of the Society as Chair, the President of the Society, the Vice President of Society, and the Treasurer of the Scientific Meeting.

**B. Duties**

The Finance Committee shall secure any additional funds required beyond those afforded by registration dues available and other sources from the Scientific Meeting and annual dues of Member and Affiliated Member societies. It shall receive the budget of the Scientific Meeting from the Treasurer of the Scientific Meeting at least two years before the Scientific Meeting. The Treasurer of the Scientific Meeting shall be responsible to the Finance Committee, and shall recommend appropriate action to the Executive Committee on any financial matters or their use.

**Section V- Membership Committee for the Society**

**A. Composition**

The Executive Committee shall serve as the Membership Committee.

**B. Duties**

It shall also receive and review all applications from continental, national, and appropriate associated societies for Membership or for Affiliated Membership in the Society. The Membership Committee shall make its recommendations to the By-Law Council, which shall act thereafter as provided in Article III, Section II.

## **Section VI - Audit Committee**

### **A. Composition**

The Audit Committee shall be composed of three members elected by the By-Law Council.

### **B. Duties**

The duty of the Audit Committee shall be to audit the Society Treasurer's and the Scientific Meeting Treasurer's accounts at the close of each fiscal period and after the close of the Scientific Meeting. The Committee shall report at meetings of the Executive Committee at least biennially and to the By-Law Council at any or all of its meetings.

## **Section VII - Scientific Committees**

The By-Law Council may designate organizations or groups, which have specific clinical, scientific, research or allied goals in keeping with those of the Society, as Scientific Committees of the Society in order to encourage and support their work.

The Scientific Committees must have a purpose and structure clearly defined in their terms of reference that are acceptable to the By-Law Council.

Each Scientific Committees shall submit a list of its own members and officers to the Executive Committee for ratification by the By-Law Council. The Chair of each Scientific Committee shall deliver a written report at each meeting of the By-Law Council. Such Scientific Committees may also be of the Society itself, as part of the Scientific Meeting organization or both.

## **Section VIII - Special (Ad Hoc) Committees**

The President of the Society is empowered to appoint such special committees as the President deems warranted. The terms of such committee shall be coincident with the term of the President or shorter; a succeeding President may choose to re-appoint them.

## **ARTICLE VI - RULES OF ORDER**

### **Section I - Rules of Order**

The meetings of the Executive Committee, of the By-Law Council of the Society and all its Committees, shall be conducted in accordance with International Rules of Order and the procedures, which commonly govern deliberative bodies. The President shall make all rulings on all questions. Rulings may be appealed for a decision by majority vote of the By-Law Council or the Executive Committee. All causes of question or argument concerning rules of order of procedure that are not specifically stated or covered and written in this Constitution, or in these By-Laws, shall be resolved in accordance with the International Rules of Order.

### **Section II - Language of the Society and Scientific Meeting**

The languages of the Society and the Scientific Meeting shall be in Arabic and English.

## **ARTICLE VII - AMENDMENTS**

Amendments to and changes of the Constitution or these By-Laws of the Society.

### **Section I - The Constitution**

Amendments to and changes of the Constitution may be made at any meeting of the By-Law Council on the affirmative vote of three-quarters (3/4) of members present and voting provided that written notice of the proposed changes is submitted to all Members of the By-Law Council at least sixty days prior to the meeting at which they are to be considered.

## **Section II - By-Laws**

There shall be a separate, written set of By-Laws for the Society to supplement the Constitution and facilitate the operations and purpose of the Pan Arab Society of Neurosurgical Societies and the Scientific Meeting.

Amendments to and changes of the Society By-Laws may be made at any meeting of the By-Law Council on the affirmative vote of two-thirds (2/3) of members present and voting provided that written notice of the proposed changes is submitted to every Member of the By-Law Council at least sixty days prior to the meeting at which they are to be considered. Such amendments that may directly affect the function of the Scientific Meeting should have prior approval by the officers of the Scientific Meeting.

## **Section III - Presentation of Amendments**

Such amendments shall be presented to the Executive Committee at least twelve months prior to the next meeting of the By-Law Council. Any Member of the By-Law Council or the Executive Committee as a whole may propose them; the latter shall be responsible for transmission of any or all changes to each Member of the By-Law Council.

## **ARTICLE VIII - APPENDIX**

There may be an APPENDIX to these By-Laws which may contain additional details and rules for other activities, Gold Medals, and Honorary Members appointments and other awards; functions of committees and subcommittees; additional operational procedures; explanation; glossary; definitions of terms and information; structure and form of the Scientific Meeting. All such rules and procedures shall be in general conformity with the Constitutions and By-Laws of the Society. All the contents of the Appendix shall be approved by the Executive Committee and the By-Law Council and any changes of the Appendix may be made by a simple majority vote of members of the Executive Committee, present and voting to be confined by a simple majority vote of members, present and voting, at the next meeting of the By-Law Council without prior notice.