

North American Hair Research Society

Administrative Regulations

I. VISION STATEMENT

The main objective of the Society is to establish an organization of basic and clinical scientists in order to promote and advance knowledge of hair biology, research and therapy.

II. MISSION STATEMENT

To encourage scientific research in the field of normal and disordered hair growth.

To disseminate current information and recent findings relevant to hair biology and hair disorders.

To promote and facilitate interdisciplinary interaction between basic scientists and clinicians through regular meetings, publications and innovative communication. To establish links with other hair research societies including holding joint meetings on a periodic basis.

To educate both our colleagues and the public on hair biology and the pathophysiology and treatment of hair-related conditions.

To create and maintain a database that will foster greater communication between bench scientists, clinicians, industry, patient support groups, lay public, government and managed care organizations.

III. LIMITATIONS OF ADMINISTRATIVE REGULATIONS

The NAHRS Bylaws define the rights and responsibilities of Society members as well as the legal conduct of all Society activities. The Administrative Regulations are internal management guidelines that outline processes or procedures to provide for continuity and consistency of administration. The NAHRS Bylaws provide that the Board shall adopt Administrative Rules by majority vote, and may amend them by approval of $\geq 2/3$ vote of the Board of Directors provided that each director has been given at least thirty (30) days' notice of any proposed amendment. Alternatively, an amendment may be made by a written amendment at least sixty (60) days prior to the next Annual Meeting and may be approved by simple majority vote of members present at the meeting.

IV. TYPES OF MEMBERS

A. **Active member**

Any person who has paid the application fee and submitted a completed application form with at least two letters of recommendation, one of which is by a current NAHRS member, and whose application has been reviewed, accepted and voted on affirmatively by equal to or greater than $2/3$'s of the Board of Directors may be considered an active member. Active members should be clinicians and/or scientists interested in hair research and hair disorders although exceptions can be made for others who are non-physicians, non-scientists who have a proven interest in hair research. Active members shall have the right to vote, to be appointed to committees, to hold elective office and to any other benefits of membership including waiver of the annual luncheon fee, access to the password-protected section of the NAHRS website and the right to apply for Mentorship grants. Active members must pay registration fees unless specifically waived for that meeting.

B. **Trainee member**

Any person currently enrolled in a residency or fellowship program or who is completing training towards a post-graduate degree, who has submitted a completed application form with at least two letters of recommendation, one of which is by a current NAHRS member, and whose application has been reviewed, accepted, and voted on affirmatively by equal to or greater than $2/3$'s of the Board of Directors may be considered a trainee member. Application fee and annual dues are waived while training status is maintained, but trainee members are expected to pay for the annual luncheon and registration costs for meetings, as applicable. Trainee members do not

have the right to vote or to hold elective office but may be given access to the password-protected section of the NAHRS website and are eligible for Mentorship grants. When their training is completed, trainee members will automatically be considered for active membership by the Board of Directors and if affirmed, will be considered active members upon paying dues.

C. Honorary member

An honorary member is someone of scientific stature who has been nominated by a NAHRS member and approved by the Board of Directors. An honorary member does not pay dues but is expected to pay applicable registration fees and/or annual luncheon costs. An honorary member does not have the right to vote or to hold elective office but may be appointed to a committee and may be given access to the password-protected section of the NAHRS website.

D. Life member

Any person who has been a member of the NAHRS for at least 10 years who now, by virtue of retirement or disability, is no longer actively employed, may apply to the Board of Directors for life membership in the NAHRS. Life members do not have the right to vote or to hold elective office but may be appointed to committees or task forces. Life members do not pay dues but are expected to pay any applicable registration fees and/or annual luncheon costs.

V. DESCRIPTION OF RESPONSIBILITIES OF OFFICERS AND BOARD MEMBERS

A. PRESIDENT

General Description

The President of the North American Hair Research Society shall be the presiding officer at all meetings of the members of the Society, shall be a member of the Board of Directors and an *ex-officio* member of all committees, task forces and councils. The President shall be nominated by the Nominating Committee and elected by the general membership for a 3 year term which is non-renewable. At the completion of his/her term as President, the immediate Past-President, as an active member, shall continue to serve as an ex-officio voting member of the Board of Directors for an additional 3 years. In the event of a vacancy of the office of President, the Board of Directors shall appoint an interim President to serve for the remainder of the term.

The President shall do the following:

a. Functions Relevant to Board Meetings:

1. Call for Board meetings preceding the AAD and SID general meetings with at least 14 days notice
2. May call additional Board meetings with 5 days notice.
3. Determine the agenda of the Board meetings.

b. Functions Relevant to Society Meetings:

1. Prepare an agenda for the AAD and SID meetings at least 60 days prior to the meeting.
2. Call the meetings to order and direct the order, content and time of the various parts of the meeting.
3. Adjourn the meeting.

c. Relationship to Committees, Task Forces and Councils:

1. Recommend, with Board approval, the initiation of all new task forces and committees.
2. Solicit and accept nominations for the various committees and committee chairs.
3. Make appointments, with approval of the Board, to the various committees, keeping in mind trying to provide a balance of clinical and basic researchers, experienced and young members.
4. Designate the Chair, with the approval of the Board, of new committees or committees whose Chair is retiring. A member of a Committee may serve 2 successive terms.

d. Functions Relevant to Society Business:

1. The President shall hire or appoint any consultants, staff or legal council with approval of the Board of Directors. Any committee may identify and propose to the Board of Directors the involvement of any consultant to that committee. The role of any consultants must be defined and who they report to; how costs are to be derived, how payments are to be made and at what intervals and the necessary documentation for billing and ceiling for expenses must be set first in conjunction with the President and Secretary/Treasurer and approved annually by the Board of Directors.
2. May execute for the Society any contracts, deeds, mortgages, bonds or other instruments which the Board has authorized.
3. May sign all checks, drafts or other orders for payment of money issued in the name of the Society.
4. Certify the correctness of the minutes of any meeting prior to dissemination to the general membership.
5. Any unbudgeted expense over \$5,000 must first be approved by the Board of Directors. See the "Financial Procedures and Controls" document for details.

B. SECRETARY-TREASURER:

General Description

The Secretary-Treasurer of the North American Hair Research Society has the responsibility for all records and correspondence of the Society, is the principle accounting and financial officer of the Society and serves as a liaison and ex-officio member of all committees, task forces and councils. The Secretary-Treasurer works under the direction of the President and is a member of the Board of Directors. He/she is nominated by the Nominating Committee and is elected by a majority vote of the membership to serve a 3 year term. He/she may be elected for a second 3-year term if re-nominated and if re-elected by the general membership. In the event of a vacancy of the office of Secretary-Treasurer, the Board of Directors shall appoint an interim Secretary-Treasurer to serve for the remainder of the term.

The duties of the Secretary-Treasurer include, but are not limited to:

a. Record keeping of Society Business:

1. Taking careful and authentic notes of the proceedings of any North American Hair Research Society meeting, including those of the Board of Directors, as a basis for preparing minutes.
2. Preparing the minutes, noting the name of the individual committee or task force accepting responsibility for implementing any action item and the time frame or deadlines for implementation of Society items.
3. Certifying the correctness of the minutes with the President prior to distribution to the general membership.
4. Presenting the minutes to the general membership for approval and noting any approved corrections.
5. Recording the approved minutes with date of their approval and signing to attest their validity.
6. Preserving the official approved minutes and any records, reports, official correspondence and/or documents of the Society except those specifically assigned to others.

b. Functions Relevant to Society Meetings:

1. Sending out notices of all meetings at least 60 days prior to meeting.
2. Assisting the presiding officer before each meeting in preparing a detailed agenda.
3. Bringing to each meeting a copy of the current Bylaws, Administrative Regulations, a list of members, a list of officers and board members with terms of office, a list of members of standing and special committees, the minutes book and a copy of the parliamentary authority adopted by the organization (Sturgis) and any active agenda item with timeline for completion of project and who is responsible.
4. Searching the minutes for information requested by officers or members.

5. Preparing a list of members and calling the roll when directed by the presiding officer.
6. Calling attention to actions from previous minutes which have not been carried out.
7. Maintaining a record of adoptive policies and procedures.
8. Maintaining a current membership list with email, office address, fax, and office telephone numbers.
9. Notifying applicants of approval of membership.

c. Relationship to Committees, Task Forces, Councils:

1. Serving as liaison from the Board and the President to all committees, task forces and councils and serving as an ex-officio advisory member to the committees.
2. Providing the Chair of each committee, task force and council with a list of members assigned to the committee including names, telephone numbers, email addresses and terms of assignment, a copy of all proposals referred to the committee, instructions or materials that may be useful to that committee, deadlines and days for actions referred to each committee.
3. Obtaining a report from each committee 30 days prior to the annual general meeting and at other times as requested by the President.
4. Working with each committee to prepare an accurate record of past and projected expenditures to be presented at Board meetings and to be included in the annual budget.
5. Being responsible for maintaining a list of all the past officers and Board members, year of election and term of office. This should be provided to the general membership at the time of request for nominations and/or election of officers and/or Board members each year.
6. Working with the various committees to distribute pertinent information to members of that committee or Board.

d. Financial Responsibilities:

1. Developing an annual budget.
 - a. Dues: Maintaining a record of the collection of all dues and contributions to the North American Hair Research Society. Sending out notices for dues by November 15 each year and again on January 30 if not paid.
 - b. Maintaining a record of all North American Hair Research Society related expenditures.
 - c. Requesting from all officers, Board members and/or committees a record of North American Hair Research Society related expenditures during the year.
 - d. Developing and maintaining a reporting mechanism for expenditures for the past year.
 - e. Developing a list of projected expenses for the coming year in conjunction with the President and committees.
 - f. Reporting to the Board of Directors any budget overdrafts.
 - g. Providing a budgetary accounting for review annually.
 - h. Signing all checks, drafts or other orders for payment of money issued in the name of the Society.
 1. Depositing funds of the Society to the credit of the Society in such banks, trust funds or other depositories as the Board may select.
 2. Any unbudgeted expenses greater than \$5,000 must first be approved by the Board of Directors.
 3. See the “Financial Procedures and Controls” document.
2. Approve and distribute biannually the accounting of the Hair Research Fund and its subsets to the Board of Directors.

e. Functions Relevant to the Board of Directors meetings:

1. Presenting the annual budget including expenditures for the past and coming years.
2. Summarizing the financial health of the organization including a review of investment expenditures and income.
3. Keeping the reports to the Board of Directors and minutes of all Board of Directors meetings.

C. BOARD OF DIRECTORS:

General Description

The Board of Directors shall consist of the President, Secretary-Treasurer, Immediate Past-President and four (4) Directors.

Responsibilities of the Board of Directors include the following:

a. Membership:

1. To recommend qualified member-applicants by 2/3 vote approval. This will be done at least quarterly.
2. To initiate changes in dues and assessments for active members and trainee members
3. To terminate membership in the North American Hair Research Society either by approving voluntary withdrawal of membership and/or by determining that an individual no longer satisfies all current eligibility requirements or has violated the Bylaws or Administrative Regulations of the Society relative to membership in the Society or has failed to pay assessments within 120 days of due date or whose continuation of membership would reflect adversely on the Society.

b. Administrative Regulations and Bylaws:

1. May establish Administrative Regulations necessary to govern the organization and operation of the North American Hair Research Society, members and meetings. May amend Administrative Regulations by 2/3 vote. Nothing in the Administrative Regulations shall contravene the Bylaws.
2. May initiate amendments to the Bylaws which must first be approved by 2/3 of the Board of Directors and then presented to the general membership for approval.
3. In the event of a vacancy on the Board of Directors or of an officer, the Board shall appoint an active member to fill the vacancy until the next annual general meeting or to the end of that term of office, whichever comes first.
4. May provide by resolution, the time and place of additional, regular Board meetings.
5. Shall be the final authority regarding the structure, organization and administration of the annual, and any interim, scientific meetings.
6. Shall determine registration fees for meetings.
7. Shall have the authority to create and appoint committees as needed for the proper conduct of the Society.

c. Financial:

1. May authorize a loan to be contracted on behalf of the Society, if thereafter approved by 2/3 majority vote of the general membership.
2. May accept on behalf of the Society, any contribution, gift or behest for the general purposes or any specific purpose of the Society.
3. May negotiate and approve sponsorship from personal organizations who offer significant financial support to the Society.
4. May approve reimbursement of expenses to officers, committees or other members of the Society for expenses incurred relative to actions carried out for the Society.
5. Shall approve the use of the title and logo of the North American Hair Research Society if to be used outside official stationary notices or publications of the Society.

d. Meetings:

The Board shall meet at the annual SID and AAD meetings prior to meetings of the membership. The President, or 3 Board members, may call meetings at any other time with three days notice. A quorum for all Board of Directors meetings equals 4 members.

VI. DUES:

- A. Dues for members are currently \$125 per year and due January 1. The filing fee is the same amount as annual dues and is applied to the first year of dues if applicant is approved. Dues are considered late if payment is not received in 120 days. The annual luncheon is free to members as determined by the Board of Directors each year. Dues and filing fee are set by majority vote of the Board of Directors and remain at the same amount yearly until changed by the Board.

B. Dues for Trainee, Honorary, and Life members are waived.

VII. COMMITTEES:

Committees are set-up and members/chairmen appointed by the President with approval of the Board. Terms of appointment are for 3 years unless otherwise specified. Nominating Committee members may serve up to 2 consecutive terms. All other committee members may serve up to 3 consecutive terms. Any committee member may be removed with recommendation of ¾ of the members of that committee and approval by the Board of Directors.

Reimbursement for any staff services related to work on any committee must first be approved by the Board of Directors.

A. Development and Fundraising Committee:

Details listed below are from 2011 as a record, but are not the current regulations. Currently, a Fundraising Committee is appointed with each major meeting to fundraise for that meeting. For non-meeting fundraising, the Officers and Executive Director determine the appropriate appeal each year.

-----*HISTORICAL, FOR REFERENCE*-----

Mission Statement: To develop fundraising objectives for rare hair disorders, to help designate research areas and to make fundraising appeals for donations, bequests, planned giving, and annual appeals.

Annual Plan for NAHRS Development and Fundraising

The NAHRS Development and Fundraising Committee shall prepare an Annual Plan for NAHRS Board approval that sets out Society objectives for securing public and private organization support for its research, communications, meetings and public information agendas.

Committee Composition and Function

Appointment

The President shall appoint and the Board shall approve up to six (6) Society members.

Fundraising Appeals and Events

The Committee shall annually submit, by March 15, draft forms and an annual year calendar to the Board of Directors for the annual fundraising appeal, development objectives for planned giving, a list of private and public organizations and schedules of other appeals and events. The approved annual appeal, development objectives, and schedules shall be available on the Society's website and/or by mail on July 1. The Board's approval shall initiate the Committees' implementation of schedules for activities and events to be available on the Society's website and/or by mail on September 1.

Development and Fundraising for the Research Fund

The Committee shall propose a process and create solicitation forms for contributions, donations, monetary gifts, or grants by members, patients, or other individuals interested in research, private and public organizations and entities. The proposal(s) should include an annual mail campaign and a website page to solicit contributions, designation of contribution category by amount, and potential online payment of donations by credit card. An annual appeal for gifts, grants, planned giving, and bequests shall be proposed and implemented by the Committee upon approval by the Board of Directors.

Number of members: 6 or more

Appointment: Board of Directors

Term of office: 3 years, renewable

B. Membership Committee

Mission Statement: To recruit and encourage membership applications to the NAHRS; to help to develop means of maintaining and expanding membership.

Number of members: Up to 9

Appointment: Board of Directors

Term of office: 3 years, renewable

C. Mentorship Grants Committee:

Mission Statement: To promote the concept of mentorship within the NAHRS; to further interest in hair research; to enable young physicians and scientists to acquire research skills and establish long-term relationships with leaders in hair research.

Award description: Grants up to \$3000 each or maximum as determined by the Board of Directors.

Criteria for the award: Applicant may be a scientist in training, Dermatology or Dermatopathology resident or fellow, or junior faculty member within 5 years of completing training. Either the applicant or the mentor must be a member of the NAHRS. The proposed mentor must confirm willingness to provide the time necessary for the mentorship and approve the time frame and budget. The applicant's department and/or division chairman must attest to the applicant's character and potential to benefit from the mentorship.

Requirements: The applicant will submit an application form including a statement of purpose, budget, and curriculum vitae. After the mentorship has been completed, the mentee will submit a report summarizing the experience. The mentee will be required to write a letter of acknowledgement to the sponsoring organization.

Number of members: Up to 7

Appointment: Board of Directors

Term of office: 3 years, renewable

D. Nominating Committee

Mission Statement: The purpose of this committee is to identify the best possible candidates for the positions of President, Secretary-Treasurer and/or Directors among NAHRS members who agree to serve at the current time. Consideration will be given to nominations solicited from the general membership as well as those members who have been active participants in the Society through involvement on committees or task forces or prior involvement on the Board of Directors. Criteria for nominations should include experience in hair disorders, a track record in clinical or basic research, good organizational abilities, the capacity for hard work, and other attributes considered suitable for these positions. Consistent efforts should be made to ensure an even balance between basic science researchers and clinical researchers. By 45 days prior to the Annual General Meeting, the Nominating Committee will present to the Board of Directors a panel of candidates for the various positions on the Board of Directors that are becoming vacant. No more than two candidates will be nominated for each available position (one candidate per position is acceptable), and these nominations will be sent to the membership at least 30 days before the next annual general business meeting in order that every member has an adequate chance to record his vote. These votes will be tallied before the Annual General Meeting, and the results will be announced at that meeting.

Nominating Guidelines:

Nominations for any of the open officer or Director positions will be solicited through a letter to the general membership sent by the Secretary-Treasurer at least 60 days prior to the annual general meeting

and through posting on the website. Nominations will be sent to the chairman of the Nominating Committee.

Number of members: 3

Appointment: Board of Directors

Term of office: 3 years, renewable

Composition of committee: The previous 3 past presidents.

Qualifications to be nominated: Active member of North American Hair Research Society
Highest professional and scholarly skills as well as service to the Hair Research Society. Not to include incumbent members of the Board, except for Immediate Past-President, or those who wish to be considered for one of the offices or Directorships within the three (3) year term of appointment.

E. Annual Meeting Program Committee

Mission Statement: The committee will determine the program for the scientific session of the Annual General meeting. This includes setting the meeting format, inviting the speakers and finalizing a program to be sent to the Secretary/Treasurer for dissemination to the membership at least 30 days prior to the meeting. The Committee has the discretion to give up to \$500 in honorarium to speaker(s) without prior Board approval.

Number of members: Up to 6

Appointment: Board of Directors

Term of office: 3 years

F. Research Grant Committee

Currently inactive due to insufficient funds.

G. Seal of Recognition Committee

Mission Statement: To oversee the NAHRS Seal of Recognition Program, including but not limited to, communicating with applicants and the Seal Scientific Review Panel, and facilitating the application/review process.

Number of members: Up to 6

Appointment: Board of Directors

Term of office: 3 years, renewable

H. Seal Scientific Review Panel

Mission Statement: The Seal Scientific Review Panel is comprised of medical doctors and researchers. The Panel shall consist of current, active members of NAHRS subject to the Society's Conflict of Interest Policy and Procedures. For each application, three (3) panelists will be assigned to review the product. The Panel is charged with the responsibility of reviewing applications, data, and test results. Following the review process, the recommendations of the Panel are presented to the NAHRS Board of Directors for final action. Decisions regarding the granting of the Seal are communicated in writing. The identity of the members of the Panel is not disclosed to the applicant. Panel members are kept confidential, and only the Board and other panelists know the identities.

Number of members: Up to 12

Appointment: Board of Directors

Term of office: 3 years, renewable

I. Website Committee:

Mission Statement: To develop a mobile-friendly NAHRS website. To facilitate communication among and between members of the NAHRS, to inform NAHRS members of new research results and initiatives, to inform members of the NAHRS of research and mentorship grant opportunities, to foster collaboration in educational and research pursuits in hair biology and to post refereed information and reliable references on hair disorders for the public on the NAHRS website. Committee members will be responsible for overseeing and updating information.

Number of members: Up to 9
Appointment: Board of Directors
Term of office: 3 years, renewable

J. Hair Research Highlights Committee

Mission: The committee is charged to regularly review and compile hair research journal articles and publish a list to the membership with links on a regular basis.

Number of members: Up to 9
Appointment: Board of Directors
Term of office: 3 years, renewable

K. Past Presidents Committee

Mission: The committee is charged to interact with members and encourage their colleagues to get involved. The committee will serve as an advisory council to the NAHRS Officers and Board, as requested.

Number of members: Any past president may opt-in to this committee
Appointment: Board of Directors
Term of office: indefinite

L. Alopecia CPT Coding Committee

*Listed here to be all encompassing.
From previous notes (prior to VCeh): this is not a committee of NAHRS; but rather, NAHRS oversees this committee.*

VIII. TASK FORCES

Task forces are set-up and members/chairman appointed by the President with approval of the Board. Terms of appointment are for three years and renewable.

A. Cicatricial Alopecia Task Force

Mission Statement: To stimulate interest in and to further research into the understanding and treatment of the group of disorders termed cicatricial alopecia. Mission includes, but is not limited to, setting up discussion groups and initiating collaborative projects.

Number of members: Up to 9
Appointment: Board of Directors