

Constitution of Indian Academy of Neurology

Revised @November 13, 2021

Constitution Review Committee

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Members:

Dr. Sarosh M Katrak

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1.

The name of the Academy shall be "Indian Academy of Neurology" ("**IAN**") and herein after the word 'Academy' refers to 'Indian Academy of Neurology'.

2.

The Academy is a "Not for Profit" Organization and its aims and objectives are:

2.1

To help in ameliorating human distress particularly amongst the socially/economically weak sections of society. For this, honorary service through charitable organizations is encouraged.

2.2

To maintain the highest standard in the ethics and practice of the speciality and its subspecialties, to recognize and encourage merit in the speciality and its subspecialties.

2.2.1.

The official language of communication for and in IAN will be English.

2.3

To maintain this high standard, every endeavor shall be made to give adequate training to those who are properly qualified and intend to take up Neurology as their speciality. It is also important to teach Neurology to General Physicians, UG and PG students in Allied specialties and to encourage Public Awareness programmes.

2.4

To conduct scientific meetings, symposia, workshops and continuing medical education programmes in the speciality or subspecialties for maintaining the upto-date knowledge in neurology and to fulfill these objectives, neuroscientists of international repute from India or abroad may be invited.

2.5

To promote and encourage research in the clinical and experimental work pertaining to this speciality.

2.6

To promote liaison and advocacy with National and International agencies as well as the Government in the field of neurosciences.

2.7

To receive and accept donations, gifts, grants or contributions in kind from any person or persons, associations and societies for the furtherance of the aims and objectives of the Academy. This should be recommended by the EC and ratified by the GB.

3.

In pursuit of the above-listed objectives, there shall be Founding Fellows, Fellows, Life Members (LM), Life Associate Members (LAM) & Associate Members (AM) and Honorary Corresponding Members and the Academy shall undertake appropriate activities.

4. Life Membership (LM)

4.1

Admission to Life Membership shall only be granted to those who possess a postgraduate degree in neurology/paediatric neurology/geriatric neurology (DM, DNB or MCI recognized foreign equivalent degree).

4.2

Applications for "Life Membership" shall be proposed and seconded by a Life Member only.

4.3

Applications for Life Membership for which the necessary fees has been paid will be screened by the Secretary and put up on the website of the Academy for 10 days for viewing by all members, during which time if there are no objections, the membership will be ratified and Life Membership Number allotted. The list of such members will then be put up for approval during the ensuing meetings of the EC and the General Body. Only members having Life Membership Number will have voting rights.

5. Life Associate and Associate Membership

5.1

A. Life Associate Member (LAM) shall be open to those who are in full time practice of any branch of neurological sciences other than neurology/paediatric neurology/geriatric neurology.

B. Associate Membership shall be open to registered post graduate students pursuing their degree in the speciality of neurology/paediatric neurology/geriatric neurology or to post-doctoral students/Fellow in any branch of Neurosciences.

5.2

LAM/AM shall be proposed and seconded by a Life Member only. The application will be screened by the Executive Committee and admitted as LAM or AM only if the applicant is approved by the GB.

5.3

A. LAM/AM would take part in all activities of the Academy like presentation of papers at meetings, participate in discussions, or publish papers in the journal of the Academy, etc., and shall have all the privileges of membership, except that they shall not have the voting rights and shall not be eligible to hold any office of the Indian Academy of Neurology other than in their subsection.

B. Associate members may convert to Life Members upon submission of proof of passing DM/DNB/Equivalent Qualification in Neurology/Pediatric Neurology/Geriatric Neurology and after approval by the Executive Committee and General Body in the ensuing annual meeting.

5.4

Life Associate Members (LAM) will have voting rights in their relevant subsection of which they are members of and they will also be eligible for the post of Convener/Chairperson/National Delegate of the subsection.

6. Honorary Corresponding Members/Corresponding Member

The Academy shall maintain a category of membership to be designated as Corresponding Members.

6.1

Honorary Corresponding Membership shall be restricted to persons of eminence working in the field of neurological sciences from countries other than India.

6.2

Honorary Corresponding Member shall be proposed and seconded by Fellows only. The applications shall be screened by the Executive Committee and he/she shall be invited by the Academy to this category of membership. At least two fellows should submit a brief statement of the scientific or professional achievement of the proposed person to the Secretary at least a month before the Executive Committee Meeting. The secretary shall then place these proposals before the Executive Committee for consideration. Final approval rests with the Executive Committee to be ratified by the General Body.

6.3

Honorary Corresponding members shall have all the privileges of membership, except those of voting and service as office bearers. They shall be exempted from payment of any subscription and will receive the journal of the Academy free of cost.

6.4

Corresponding Membership may be granted to persons residing abroad and in full time neurological practice after completion of requisite training in neurology in a foreign country. They would pay the same subscription as Life Members residing abroad in foreign currency. They shall not have any voting rights or rights to contest for any official positions of the Academy.

7. Subscriptions

LM (residing in India/ abroad), LAM (residing in India/ abroad), AM and Corresponding Members shall pay the subscription fees as proposed by the Academy with the approval of the General Body of the Academy. The General Body reserves the right to revise subscriptions from time to time based on recommendation of the Executive Committee.

8. Admission to Fellowship (FIAN)

8.1

Objective: To give recognition to those Life Members of the Academy who have contributed in a very significant way towards development of Neurosciences in India as below:

a. Service to:

I. Indian Academy of Neurology

1. As an elected member of the Executive Committee of the Academy in any capacity.
2. Organising Chairman/Organising Secretary of IANCON/ office bearer of Subsection
3. Organized conferences/symposia/updates in different parts of the country/ similar events organized by Sister associations/societies in the field of neuroscience, in various parts of the country.

II. Starting neurological services in neglected geographical areas

III. Indigent /weaker sections of the society through outreach programs

IV. Voluntary or honorary services in charitable institutions

b. Teaching

- i. Neurology trainees (DM /DNB/PhD)
- ii. Guiding research projects undertaken by MD/DM/DNB/PhD students on topics related to neuroscience
- iii. Neurology for undergraduates/postgraduates in medicine
- iv. Health care workers in rural or remote areas
- v. Public awareness: seminars, webinars

c. Academic Achievements

- i. Publications: Original publications /Review articles/Case reports in peer reviewed Indexed Journals (Pubmed/ Google Scholar/Journals recognized by the National Medical Commission)
- ii. Editor or editorial board member of a Journal devoted to neuroscience
- iii. Author/Editor of book(s) on neuroscientific topics
- iv. Contribution of chapter(s)in similar book(s)
- v. Honors and awards and orations at national or international levels

8.2

Those neurologists who are Life Members of the Academy for more than 10 years would be eligible for the Fellowship of the Academy.

8.3

The application for Fellowship will be in the form of nomination proposed and seconded by Fellows of the Academy and the Nomination Committee shall screen it and give recommendations to the Executive Committee. The "Nomination Committee" shall consist of the President and two immediate Past Presidents.

8.4

Not more than 8 Fellows will be elected in a year. The maximum strength of the Fellows shall not increase at any time to more than 10% of the total Life Members of the Academy.

8.5

Nominations sent once will be eligible for consideration by the Nomination Committee for three consecutive years on the basis of most recent CV.

8.6

Nominations will be judged by the Nomination Committee and a scoring system to be adopted on the basis of data provided in the evaluation form, taking into consideration all points mentioned in clauses 8.1 to 8.5.

9. The Executive Committee (EC)

9.1

The Executive Committee shall consist of: President, President-Elect, Secretary, Joint Secretary, Treasurer, Joint Treasurer, Editor of the Journal of the Academy, two immediate past Presidents, a CME Convener and 5 elected members of the EC.

9.2

All EC members are the office bearers of the Academy; the President 2. The Secretary 3. The treasurer – shall be officers of the Academy as they manage the day to day activities of the Academy.

9.3

The term of the President will be for one year and another two years as the Past President in the Executive Committee. No one can be elected

President for a second term and once he/she completes his/her term with the Executive Committee he/she shall not be eligible to hold any other elected post in the Executive Committee. Past Presidents may be nominated by the EC for specific assignments or committees as may be required.

9.4

The President Elect shall be a Life Member of good standing of the IAN for a minimum period of 15 years. He/She should also fulfill 2 of the following 4 conditions: a) served on the EC in any elected post for a minimum period of 3 years, b) He/She has given services to the academy as organizing chairperson/secretary of any annual conference of the IAN c) He/She is a Fellow of the IAN d) served as a Chairperson/Convenor of a subsection of the IAN for at least one term of 2 years. The term of the president elect will be for one year. At the end of one year the president elect would automatically assume the office of the president.

9.5

The Secretary and Treasurer shall be Life Member of the IAN for a minimum period of 10 years. They should have served in the EC for a minimum period of 3 years. The Secretary/Treasurer shall remain in office for 3 years and thereafter shall be eligible for re-election to the same post for one more term of 3 years only.

A Joint Secretary and a Joint Treasurer should be nominated by the EC from among the EC members, with inputs from the Secretary and the Treasurer respectively. In the event of any unexpected vacancy or Secretary/Treasurer is unable to attend to their duties for any reason, then the Jt. Secretary/Jt. Treasurer shall officiate as Secretary/Treasurer until the originally elected Secretary/ Treasurer is fit to assume office/ until the completion of the 3 year term.

9.6

The Editor of the Journal shall be a Life Member of good standing of the IAN for a minimum period of 10 years and should be a Fellow of the IAN. He/She must have served as an elected/co-opted member of the EC for a minimum period of 3 years or has served on the Editorial board of the

AIAN/Neurology India as Associate/Assistant Editor for a minimum period of 3years. The editor of the Journal shall remain in office for 3 years and thereafter shall be eligible for re-election to the same post for one more term of 3 years only.

9.7

The Convener of the CME programme shall be a life member of good standing of the IAN for a minimum period of 10 years and should have served as an Editorial board member / reviewer of articles in any indexed journal in neurosciences for a minimum period of 3 years. The CME convenor shall remain in office for 3 years and thereafter shall be eligible for re-election to the same post for one more term of 3 years only.

9.8

The Joint Secretary, Joint Treasurer and other EC Members should be Life Member of good standing of the IAN for a minimum period of 7 years.

10. Elections

10.1

The electoral process will be conducted by the **Election Commission**. The members of the Election Commission shall include President, Immediate two Past Presidents, and the President-Elect. Meetings of the Election Commission shall be chaired by the President.

The President-Elect shall be the Member Secretary of the Election Commission and all the correspondence regarding the election process shall be the responsibility of the Member Secretary and his address, mobile phone number, landline phone number and email id will be published in the newsletter.

The functions of the Election Commission shall be:

1. To supervise the smooth conduct of elections
2. To finalize the election schedule and also the dates for various components of the elections
3. To scrutinize the nomination forms and declare the list of the eligible candidates.
4. To scrutinize the CV of the contesting candidates for various

positions for any inaccurate declarations

5. To receive the complaints about canvassing or malpractices by the contestants and decide upon the most appropriate course of action after discussion among the Election Commission members.
6. To supervise the process of counting of votes.

10.2

Notification of vacancies for the various vacant positions of Executive Committee of the IAN shall be issued by the Secretary by 30th April of the corresponding year.

The Secretary will initiate the election process per the chronology given below; the **Election schedule is explained by giving dummy dates against each step for convenience.**

*Date of IANCON: **November 15***

- *Announcement of election schedule: 6 weeks prior to the dates of Annual Conference of IAN: **October 1***
- *Date of start of nominations: 7 days after the announcement of election schedule: **October 7***
- *Date of closure of nominations: 7 days after date of start of nominations: **October 14***
- *Date of announcing the list of eligible candidates: 3 days after the last date of the nominations: **October 17***
- *Date for withdrawal: within 7 days after date of intimation of list of eligible candidates: **October 24***
- *Date of start of voting: 10 days after the day of withdrawal: **November 3***
- *Date of closing of voting: 5 days after the start of voting: **November 8***
- *Counting of votes: **November 10***

The President-Elect and the Secretary shall prepare and finalize the Electoral rolls of the life members of IAN 6 months before the date of Annual Conference of IAN and the final list will be placed on the IAN website. Appropriate facility will be placed on the IAN website for the members to login and update their personal details i.e. name, address,

email ID, and cell phone number upto 8 weeks before the date of IAN Annual Conference. The exact cutoff date for updating personal details of LM's shall be intimated by the President Elect on the IAN website. No requests for any change of email ID, cell phone number and address shall be entertained once the election schedule is announced.

10.3

Nomination papers, duly proposed and seconded by Life Members should be submitted online at the IAN website on or before the date of closing of nominations in the format provided at the website. This will be accompanied by a "no objection certificate" from the candidate. A brief bio-data of the proposed candidate not exceeding 300 words shall be uploaded in a given format which will be available at the IAN website for the perusal of the members. The candidates contesting for the post of President-Elect should provide vision statement in not more than 100 words. It should be placed on the IAN website for the perusal of the members.

10.4

The Election Commission will scrutinize the nomination forms and will make the list of eligible candidates. The Member Secretary shall communicate the same to the candidates.

10.5

Withdrawals, if any, should be intimated to the Member Secretary Election Commission within 7 days from the date of intimation about acceptance of the nomination papers.

10.6

In the event of more than required number of candidates for the given position, the Member Secretary on behalf of the Election Commission shall upload the brief CV of the eligible candidates, immediately after the last date of withdrawal of nomination on the IAN website for perusal of the members. If any member feels the information given in the CV is inaccurate, he/she should bring the same to the notice of the Election Commission with evidence at least 7 (seven) days before the date of voting. The Election Commission shall look into the complaints and take an appropriate action as deemed necessary.

10.7

The elections will be conducted online using a web-portal at the IAN website. The Election Commission shall oversee the conduct of e-voting to ensure its accuracy, fairness and confidentiality. The IT providers shall be responsible to see that all possible security mechanisms are in place to avoid duplicate voting, and bulk voting. The Election Commission shall have meetings with the IT provider to ensure e-voting process is foolproof.

10.8

Candidates seeking election for any post may canvass support only by phone calls and shall not canvass support through WhatsApp groups or through third party. Trade off in any form among the candidates contesting for different posts is strictly prohibited. The candidates shall not deride their opponents and should maintain dignity and stature of the IAN. Soliciting votes by region is unacceptable. Soliciting votes by any of these methods mentioned above will come under unethical practices and the candidate will be liable to punitive action and shall be declared ineligible to contest if proven correct.

10.9

Complaints, if any, about canvassing or malpractices should be made by the complainant in writing with supporting evidence to the Election Commission upto 48 hours after Voting has taken place. The Election Commission shall decide upon the most appropriate course of action. Final judgment rests with the Election Commission and shall be announced by the President. If the offence committed is serious enough to require censuring of the member, it shall be referred to the Governance Committee.

10.10

The election portal will be locked after the last date of elections. The counting of votes will be done electronically before pre-conference EC meeting. The counting will be supervised by the members the Election Commission in the presence of the nominees of the candidates. Member Secretary, Election Commission (President-Elect) shall inform the candidates the venue and the time of counting. The web portal should be unlocked prior to the time of counting. Cancellation of ballots will be at the

sole discretion of the Election Commission. In case of tie between two candidates for the same position, the winner shall be decided by toss of a coin in the presence of members of Election Commission and the candidates or their representatives. In the event of any conflict, the final decision will be that of the Election Commission.

10.11

The results of the election will be announced by the Member Secretary at the Annual General Body Meeting of the Academy and duly elected members will assume office at the end of the Valedictory function of the ensuing annual conference

11. Powers and Duties

11.1

The Executive Committee (EC) shall transact all the business of the Academy under the Chairmanship of the President. The EC is empowered to take decisions regarding day-to-day functioning of the academy. Such decisions can be taken in meetings of the EC virtually or through information sent via email. All major decisions before implementation shall be ratified by the General Body (GB) which is the supreme authority of the Academy.

11.2 The President

- a.** President shall be highest office bearer of the Executive Committee and will be assisted by the Executive Committee in carrying out all the activities of the Academy.
- b.** President shall be the chairperson and shall conduct all the EC and GB meetings of the Academy.
- c.** The President shall be the Chairperson of the Scientific Committees dealing with all the scientific activities at the annual conference of the Academy.
- d.** The President shall lead the Inaugural and Valedictory Functions of the Annual Conference of the Academy, in association with the Secretary and The Local Organizing Committee.
- e.** The President shall deliver the Presidential Oration during the annual

conference of the Academy.

- f. The President will be the Chairperson of the Election Commission
- g. The president will be member / convener of the Nomination committee
- h. The President will be convener of the Governance committee
- i. President or his nominee is to attend the subsection committee meeting

11.3 The President Elect (PE)

- a. The PE shall officiate as the President and carry out all the activities of the Academy, if the President is unable to perform his/her duties for any reason.
- b. The PE will be the Member Secretary of the Election Commission
- c. The PE shall be the Chairperson of the CME programme organized during the Annual Conference of the Academy. For this task he/she will be assisted by the elected convener of the CME programme.

11.4 The Secretary/ Jt. Secretary

- a. The Secretary will be assisted by the Jt. Secretary. They shall be responsible for conducting all the activities of the Academy under the guidance of the EC.
- b. The Secretary/ Jt. Secretary shall assist the President/PE in discharging all their duties.
- c. The Secretary shall be the Editor and the Jt. Secretary shall be the Associate Editor of the IAN Newsletter which is published periodically from their office, and sent as a soft copy via the internet to all the members of the Academy. The Secretary/ Jt. Secretary shall also maintain the Official Website of the Academy with the aid of the officially appointed Web-Master/ IT provider.
- d. The Secretary assisted by the Jt. Secretary will undertake any other activity as authorized by the EC or GB.
- e. The Secretary/Jt. Secretary shall submit their annual report to the EC and subsequently to the GB during the AGM. This report shall be circulated

to all the members of the Academy via the e-newsletter before final approval in the AGM.

f. The Jt. Secretary shall officiate as the Secretary and carry out all the activities of the Academy, if the Secretary is unable to perform his/her duties for any reason.

g. The Secretary would be responsible for acting legally for and on behalf of the Academy. All legal & regulatory issues concerning the Academy in the past year, whether pending or resolved, must form part of the Secretary's annual report to the EC and subsequently to the GB during the AGM.

11.5 The Treasurer / Jt. Treasurer.

a. The Treasurer, assisted by the Jt. Treasurer, shall be responsible for operating and maintaining all the financial accounts of the academy and shall report to the EC and GB of the Academy.

b. The Treasurer, assisted by the Jt. Treasurer, shall be responsible for all periodic statutory & tax related compliances and obligations of the Academy including but not restricted to Income tax, GST, 80G registration of society with the Tax Authorities and Charity Commissioner.

An update of the status of these compliances, any statutory notices received from Govt. Authorities and their current status shall be reported annually by the Treasurer to the EC and subsequently to the GB during the AGM.

c. The Treasurer/ Jt. Treasurer will submit the audited accounts of the Academy to the EC and subsequent to their approval, to the GB during the AGM. These audited accounts shall be circulated to all the members of the Academy via the e-newsletter before final approval of the AGM.

The Treasurer/Jt. Treasurer should appoint official auditors on an annual contract basis after being approved by the EC.

d. The financial year of the Academy shall be from 1st April to 31st March.

e. The Jt. Treasurer shall officiate as the Treasurer and carry out all the activities of the Academy, if the Treasurer is unable to perform his/her

duties for any reason.

11.6 The Editor

a. The Official Journal of the Academy will be called “The Annals of the Indian Academy of Neurology”. The Editor shall be responsible for publishing this journal and make all efforts to improve the Quality /impact factor of the Journal.

b. The Editor shall be assisted by the Editorial Board appointed by him/her after seeking the approval of the EC. The CME convener shall be a member of the Editorial Board. The Editorial Board should represent various sub-sections of neurological disciplines.

c. All original articles accepted by the journal for publication become the property (copyright) of the journal and may not be reproduced in another text without the permission from the editor/journal.

d. When a paper is received by the Editor, he/she shall scrutinize it and if found worthy, submit it to at least two reviewers inviting their comments.

e. In the event of modifications or alterations being suggested by one or both reviewers the appropriate unsigned comments on the paper, shall be communicated by the editor to the author/s. If one of the reviewer recommends publication and the other does not, the Editor shall refer the paper to a third referee for his/her independent opinion or the Editor may be the third referee. The final decision regarding publication lies with the Editor.

f. The Editor must have a meeting of the Editorial Board once in four months in consultation with the office bearers of the EC. During this meeting they will review the performance of the Journal as well as the members of the Editorial Board. This should be incorporated in the Editor’s Annual Report.

g. The Editor will submit his/her Annual Report to the EC and subsequently to the GB during the AGM. This report shall be circulated to all the members of the Academy via the e-newsletter before final approval of the

AGM.

11.7 The CME Convener (CMEC)

a. The CMEC, in consultation with the PE will select the Theme, Topics and Speakers for the CME programme held at the Annual Conference of the Academy.

b. The CMEC, in consultation with the PE, shall be responsible for the publication of “Reviews in Neurology”, the official CME publication released during the annual conference of the Academy.

c. The CMEC may be a member of the Editorial Board of the AIAN/Neurology India.

d. The CMEC will submit his/her Annual Report to the EC and subsequently to the GB during the AGM. This report shall be circulated to all the members of the Academy via the e-newsletter before final approval of the AGM.

11.8 The EC Members

a. The EC members must assist the office bearer of the academy in discharging their duties and shall abide by the duties allocated to them by the President in consultation with the Office Bearers, as and when necessary.

b. EC members are expected to attend all the meetings of the EC. Intimation of absence from a meeting should be sent to the President & Secretary as soon as possible. However, EC members must attend at least 90% of the virtual meetings and 75% of the physical meetings of the EC during their 3 year tenure to make them eligible to stand for further posts in the EC.

11.9 Executive Committee

The EC may form ad hoc sub-committees to assist various activities of the Academy when needed in an emergency situation.

11.10

The Executive Committee shall meet a) immediately after declaration of election results; b) during the IAN annual Conference - before and if

necessary after the General Body Meeting; c) at mid-term at the city of the ensuing IANCON including a site-visit and d) as and when deemed necessary by the President with proper notice and circulation of agenda.

12 Subsections of the Academy

12.1

List of existing Subsections is as follows:

Advocacy, Autoimmune disorders,
Clinical Neurophysiology, Cognitive Neurology,
Contemplative Neurology, Critical care Neurology,
Headache, Interventional Neurology,
Movement Disorders, Neuromuscular Disorders,
Neuro-ophthalmology, Neuro-rehabilitation,
Neuro-otology, Neurology outreach service,
Pediatric neurology, Rare diseases,
Stroke, Tropical Neurology,
Geriatric Neurology, Telehealth, Neuroepidemiology

In addition to the existing subsections, new subsections can be added as follows:

The proposed aims and objectives of the intended subsection will be submitted to the secretary IAN along with names of 40 interested IAN members (LM/LAM). The proposal will be discussed in the EC and submitted to GB for approval. On approval, the subsection will come in existence only when 40 members have paid their membership fees and the accounts have been sent to the treasurer IAN, within 6 weeks of receiving the GB approval.

12.2

A. To become a member of an individual subsection, Life members and life associate members should pay a onetime subscription to the Treasurer of

the Academy with information to the convener of the sub-section.

B. Members (LM and LAM) of the Academy can be members of more than one subsection provided subscription is paid for each subsection.

C. The onetime subscription fees shall be as proposed by the Academy with the approval of the General Body of the Academy. The General Body reserves the right to revise subscriptions from time to time based on recommendation of the Executive Committee.

12.3

Members of each subsection (IAN LM and LAM) will elect their chairperson and convener. The term of convenor and chairperson will be of two years. One candidate can hold one post for only one term and in only one subsection at a time. Any member of IAN EC will not be a convener or a chairperson in any subsection during their term. The elections of all subsections will be held together once every two years, in a separate platform and schedule, under the guidance of IAN election commission. Valid members of the respective subsection will form the electorate.

12.4

The President / President-Elect and Secretary of the IAN would be invitees to the sub-section meetings. If the President or President-Elect cannot attend the meeting they should depute another member of the EC in their place.

12.5

The members for the subsection can raise funds for the promotion of the scientific activities of the subsection. Permission in writing to do so from the Executive Committee of the Indian Academy of Neurology needs to be taken prior to this and proper accounts to be maintained and proceeds transferred to the Treasurer of the Academy.

12.6

Subsections must submit their annual performance report to the IAN EC. Subsections which cannot sustain activities towards their aims and objectives will be reviewed by the IAN EC, with the view point of their performance. Affiliation to the international body in the specific subspecialty

will be taken into consideration when evaluating their performance. Consecutive two years of low performance would lead to dissolution of the subsection, after ratification by the general body.

13. Meetings

13.1

There shall be one annual conference of the Academy every year, between mid-September and mid-November. This meeting shall comprise of:

- a) Scientific sessions, and
- b) Business and Administrative Meetings.

13.2

A. Proposal for such annual meeting shall be called at least 2 years in advance. Only registered neuroscience associations / institutions willing to conduct an annual conference shall apply in the proper format and are expected to present the proposal before the Executive Committee and General Body. More than one entity shall not be allowed to organize the annual conference of the Academy. PAN card of third parties and private companies should not be used by the local organizing committee to open the conference account. The PAN card should be of a local neuro society, a neuro department or a pan card obtained by the local organising committee. The signatories for the account so created should include at least 2 out of the following three members of the local organizing committee: 1. Organizing chairman; 2. Organizing Secretary; 3. Organizing Treasurer.

B. If needed a sub-committee consisting of President / President-Elect and Secretary/Treasurer along with one of the Executive Committee members shall visit the proposed sites of the conference to inspect the facilities at the venue and report to the Executive Committee well in advance.

C. Executive Committee after hearing all the proposals received shall deliberate and take the final decision regarding the venue, date, the organizing secretary and the registration fee of the annual meeting. This shall be ratified by General Body. A Memorandum Of Understanding must

be signed between the President & Secretary of the Academy and the Local Organising Committee of the Annual Conference of the Academy.

D. Local Organizing Secretary shall have his/her own organizing committee to support him/her in smooth conduct of the conference.

E. Fifty percent of the registration fee collected from the all the attendees of the annual meeting shall be contributed by the Local Organizing Committee to the Academy during the valedictory session of the said conference.

F. The local organizing committee has to bear the cost of publication of the CME books titled as “Reviews in Neurology” “Annals of Neurology & Supplement AIAN” and is expected to make a generous contribution to the finances of the Indian Academy of Neurology.

Any other financial obligations as laid out by the Executive Committee/General Body prior to the award of the Conference shall be binding on the local organizing committee of the annual conference. Audited statement of accounts is to be submitted by local organizing committee to the Treasurer, IAN within six months completion of conference.

G. All other financial dealings shall be the responsibility of the Local Organizing Secretary and Organizing Committee. The Academy shall have no binding in these matters.

H. The annual conference must be insured against riots/ natural disasters/national calamities.

I. The EC/GB of the IAN should consider compassionately any loss sustained by the Organizing Committee, because of cancellation of conference due to riots/natural disaster/national calamities.

J. In case the Annual conference cannot be held physically, every effort should be made for a virtual meeting, in consultation with EC. Under extra ordinary circumstances, the EC can recommend a decision to postpone the annual conference by one year. This should be ratified by an Extra-

Ordinary General Body meeting which may be held virtually.

13.3

A. The scientific programme shall be formulated by the Scientific Committee which would be chaired by the President and would include the Secretary and two other members of the Executive Committee.

B. The Scientific Sessions shall be open only to registered delegates of the Conference. Scientific talks and papers (including oral and poster) presentations can be presented by only those who have registered for the Conference as delegates. It is mandatory that any delegate who wishes to present a paper and is eligible for IAN Life/Associate/Life Associate Membership should become a Life/Associate/Life Member before submitting an abstract. Academy shall try to organize Orations / Symposia / Special Lectures / Seminars according to the decision of the Executive Committee.

C. The annual meeting would include 4 orations including the Presidential oration. The other 3 orations will be a) The IAN oration held every year; b) The NH Wadia / BS Singhal oration held every year but named after Dr. NH Wadia and Dr. BS Singhal in rotation every other year and c) The J S Chopra, Baldev Singh and Dasgupta oration held in rotation once in every 3 years. Funds for the latter three orations are amalgamated so that all invited speakers for these orations will receive an equal amount of honorarium.

D. Abstracts of all papers for presentation at the Annual Meeting should reach the Secretary, IAN at least 5 months prior to the dates of the annual conference. In case the conference dates are altered, the Secretary will inform the members by email or through the Newsletter of the Academy. The abstracts should comprehensively delineate the subject matter of presentation. The papers / posters will be judged and selected on merit, at the sole discretion of the scientific committee. Each delegate to the annual conference shall be permitted to be the first author in only two papers but may be co-author for any number of papers.

E. Awards: There will be special awards for the best scientific presentation (both platform and poster) during the annual Scientific Conference.

Number of awards and modalities will be decided by the EC. Any new awards to be introduced shall be approved by EC and General Body.

13.4

A. The scientific programme shall include a Continuing Medical Education (CME) programme which will be held on the first day of the annual meeting and would be formulated by the CME convener in consultation with the President Elect.

B. The proceedings of the CME programme would be published in the form of a book titled, "Reviews in Neurology" edited by the CME Conveners. The book must be clearly identified as a publication of the Indian Academy of Neurology.

13.5

A. The Business and Administrative Meetings of the Academy shall consist of:

1. General Body meeting for which all members (LM, LAM) are expected to be present;
2. Executive Committee meetings. The Executive Committee shall meet a) immediately after election results; b) during the IAN annual Conference - before and if necessary after the General Body Meeting and c) as and when deemed necessary by the President with proper notice and circulation of agenda.

B. Notice for the Annual General Body meetings will be issued by the Secretary along with the Agenda at least 6 weeks prior to the date of the meeting. The meeting will be presided over by the President. A minimum of 1/3rd the number of members would form the quorum. In absence of quorum, the said meeting maybe adjourned and reconvened 10 minutes later without any quorum.

Rules of attendance, quorum etc shall remain same for physical and virtual meeting. Any member wishing to raise any matter pertaining to the activities of the Academy must inform the Secretary in writing at least 4 weeks prior to the date of the meeting. Valid resolutions passed in the meeting must receive support of the majority of the attendees.

C. An extraordinary General meeting may be convened by the office bearers of the EC to discuss any emergency situation giving at least 14 days notice. The procedure would be similar to that of the Annual General Meeting except that only the proposed agenda shall be discussed.

13.6

The Academy shall encourage local meetings of neurological interest in different centers of the country under the aegis of IAN. Organizers of such meetings shall inform the Secretary about the date and venue of the meeting at least 3 months in advance to avoid overlap.

14. Amendments to the Constitution

14.1

An Extraordinary physical/virtual General Body Meeting may be convened by the EC, to consider the proposals for the amendments of clauses of the Constitution, if an urgent need arises.

14.2

Any proposal for amendments to the Constitution shall be submitted to the Secretary at least 4 months before the physical/virtual General Body meeting and the Secretary shall forward a copy of the same to every member of the Academy at least one month before the next General Body meeting.

The Secretary shall then present the opinions on proposals communicated to him in writing by members in absentia.

A final count shall be made of the votes in favour and against the proposals. The amendments shall be accepted only if 2 / 3'd of those who have voted (either in person or in absentia) is in favour of such amendments suggested in the proposals.

Those who are not present in person and who have also not communicated their opinion on the proposals to the secretary before the meeting shall be taken to abide by the majority decision as arrived at above.

15. Affiliation to the World Federation of neurology (WFN)

15.1

The Indian Academy of Neurology shall be affiliated to the World Federation of Neurology. The annual affiliation fees to this International Body will be paid from the Academy's accounts by the Treasurer of the Academy.

15.2

The EC shall nominate a senior LM to represent the IAN at the Council of Delegates meeting held during the World Congress of Neurology or any other affiliated meeting. The nominated LM shall be given the Mandate for voting by the EC and shall submit a report to the EC within one month of the Council of Delegates meeting. The tenure of the nominated LM shall be for two years, with only one extension allowed.

15.3

Any LM who wishes to stand for any post in the EC of the WFN should be proposed by two LMs. The proposal should be scrutinized and approved by the EC and subsequently ratified by the GB. The esteemed LM should then have the whole hearted support of all the Members of the Academy.

16 Governance Committee

16.1

There shall be a Governance Committee ("**The Committee**") consisting of 5 members. 4 members shall be past Presidents of the IAN who should have completed their terms at least 2 years before appointment to the Committee and 1 member shall be the current Secretary of the IAN. The Secretary will not involve himself in any voting on decisions, he shall be the convener of the Committee and he will be responsible for the functioning of the Committee.

16.2

The term of the Committee shall be 3 years and its members shall be eligible for re appointment upon expiry of their term for a further period of 3 years only. The members will be appointed by the Executive Committee after approval by the GB of the Academy. The Committee shall be assisted

in its deliberations by a Legal Advisor appointed by the Academy.

16.3

The past Presidents appointed as members should be regular in attending the conferences of the Academy, be in good health and preferably stay in India. The senior most past President shall be the Chairperson of the Committee.

16.4

Meetings of the Committee shall be physical/ virtual depending on the convenience of the members and the urgency of the issue being deliberated upon and shall be presided over by the Committee Chairperson.

16.5

The mandate of the Committee will be:

1. To advise the Executive Committee upon receipt of query from the EC with regard to interpretation of the clauses of the Constitution of the IAN and rules and regulations which govern the affairs of the Academy.
2. To receive and resolve any complaints/ grievances of the members of the Academy with regard to the affairs of the Academy and its functioning including disputes in relation to decisions taken by the EC of the Academy.
3. To adjudicate complaints/ malpractices during elections of the Academy referred to it by the Election Commission.
4. To adjudicate upon complaints of misconduct against any member or associate member of the Academy referred by the EC and take remedial actions including recommendations of censuring, suspension of or permanent removal of errant member from the membership of the Academy.
5. To examine and adjudicate upon any other issue referred to it by the EC with regard to the functioning of the IAN.

16.6

The deliberations of the Committee shall be guided by Principles of Natural Justice and the Committee will be free to seek necessary clarifications from

members and/ or the EC before giving its decision. The decision of the Committee shall be given at the earliest unanimously or by a majority vote. The Chairperson of the Committee shall have the casting vote in case of any deadlock.

16.7

The decision of the Committee shall be binding on the Executive Committee. The decision of the Committee with respect to mandate 3 & 4 shall be effective after approval by the GB of the Academy.

17. Dissolution

In the event of winding up or dissolution of the Academy, if there remains after satisfaction of debts and liabilities, any property / funds whatsoever, the same shall not be paid to or distributed among the members of the Academy, but shall be given or transferred to some other Institution/Society/Association/Academy having objectives similar to the objectives of the Academy to be determined by the members of the Academy on or before the time of dissolution.