

Revised Constitution and Bye-laws

(effective from 25 October 2008)

1. The name of the Academy shall be “**Indian Academy of Neurology**” and hereinafter the word ‘Academy’ refers to ‘Indian Academy of Neurology’.
2. The aims and objectives for which the Academy is set up are:
 - 2.1 To help in amelioration of human distress particularly among socially and economically backward sections of society for charitable purposes.
 - 2.2 To maintain close association and co-operation among those devoting full time to any branch of neurological sciences.
 - 2.3 To maintain the highest standard in the ethics and practice of this specialty and its sub specialties, to recognize and encourage merit in the specialty and its sub specialties.
 - 2.4 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 this specialty.
 - 2.5 To conduct Scientific Meetings, Symposia, Workshops and Continuing Medical Education programme in the specialty or subspecialties for maintaining the up to date knowledge in neurology and to fulfill these objectives, neuroscientists of international repute from India or abroad may be invited.
 - 2.6 To promote and encourage research in the clinical and experimental work pertaining to this specialty and to provide funds for publications of scientific material if possible.

-
-
- 2.7 To promote liaison with the national and international agencies in the field of neurosciences.
 - 2.8 To receive and accept donations, gifts, grants or contributions in kind and cash from any person or persons, associations, societies, companies, authority or Govt. for the furtherance of the aims and objects of the Academy, in its absolute discretion as it may think fit. (*Bye Law*)
 - 2.9 Providing travel fellowships to members to attend national and international scientific meetings subject to availability of funds.
 3. In pursuit of these objectives, there shall be Founding Fellows, Fellows, Honorary Corresponding Members, Life Members (LM), Life Associate Members (LAM) and Associate Members (AM) and the Academy shall undertake appropriate activities.
 4. **Life Membership (LM)**
 - 4.1 Admission to Life Membership shall be restricted to :
 - i. Those who are trained in neurology and are in full time practice of Neurology; and
 - ii. Those possessing a postgraduate degree in neurology (DM or its MCG recognized equivalent). Both the conditions need to be fulfilled.
 - 4.2 Applications for “Life Membership” shall be proposed and seconded by a Fellow or Life Member only. The applications will be screened by the Secretary but the authority to admit new Life Members will be the Executive Committee.
 - 4.3 IAN LM No. will be assigned only to those eligible members who have paid their membership fees and are ratified by EC and GB. Only members having LM No. will have voting rights.

5. Life Associate and Associate Membership

- 5.1 a. "Life Associate Membership (LAM)" shall be open to those who are in full time practice of any other branch of neurological sciences and allied specialties.
- b. "Associate Membership (AM)" should be open to registered postgraduate students pursuing their academic activities in the specialty of neurology or allied specialties and research associates.
- 5.2 LAM/AM shall be proposed and seconded by a Fellow or Life Member only. The application will be screened by the executive committee and admitted as LAM or AM if the applicant fulfils the criteria.
- 5.3 LAM/AM would take part in all activities of the Academy by presentation of papers at meeting, participation in discussions, or publication of 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 that in their subsection.
- 5.4 Life Associate Members (LAM) will have voting rights in their relevant subsection to which they are contributing additional annual subscriptions and they will also be eligible for the post of Convener / Secretary / Member / National Delegate of the subsection.
- 5.5 Persons belonging to allied specialties of neurology shall be inducted as Life Associate Members (LAM). Persons in training in neurology shall become Associate Members (AM) for at least 3 years to start with. On completion of training and obtaining required qualification they can be nominated for Life Membership. Such an application will then be screened by the executive committee and admitted as Life Member if the applicant fulfills all criteria.

-
-
6. 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 An 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 services 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/LAM/AM shall pay the subscription to the Academy as proposed by the Academy which will change from time to time with the approval of the General Body of the Academy.

-
-
- 7.1 Life Members (residing in India) Rs.4,500/- in one installment, along with Rs.500/- as admission fee. (*Bye Law*)
- 7.2 Life Associate Members (residing in India) Rs.2,800/- in one installment, along with Rs.200/- as admission fee. (*Bye Law*)
- 7.3 In-training Associate members Rs.400/- per year for 3 years or Rs.1200/- in one installment, along with Rs.300/- as admission fee. (*Bye Law*)
- 7.4 Life Members (residing abroad) and overseas corresponding members Rs.10,000/- or equivalent in foreign exchange in one installment. (*Bye Law*)
- 7.5 Life Associate Members (residing abroad) – Rs.8000/- or equivalent in foreign exchange in one installment.
- 7.6 The general body reserves the right to re-fix subscriptions from time to time based on recommendation of the Executive Committee.
8. **Admission to Fellowship (FIAN)**

The following points will be taken into consideration for evaluation for grant of FIAN

1. Experience in medical profession (after postdoctoral degree in neurology or equivalent course)
 - * Number of years of experience after the degree
2. Qualifications
 - * Diplomat National Board
 - * Postdoctoral
3. Publications
 - * National medical journals
 - * International
 - * Chapters in books

-
-
- * Editor of journal, book, monograph
 - * Write-up for public awareness
4. Honors and awards
 - * State level
 - * National level
 - * International level
 5. Research conducted, at least of 3 months duration, from Govt. owned funding agencies.
 6. Contributions to IAN
 - * Organising Secretary/Treasurer/ Chairman at Zonal level conferences/Other office bearers
 - * Organising Secretary/Treasurer/Chairman at National level conferences/Other office bearers
 - * Awarded special guest lectures for annual conference of IAN/Orations
 7. Extracurricular activities for the benefit of masses and public awareness like organisation of voluntary camps, talks on radio, television or article in the newspaper.
 8. Fellow of other national medical organisations.
- 8.1** Those neurologists who are Life Members of the Academy for more than 10 years would be eligible for election to the Fellowship of the Academy.
- 8.2** 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.
- 8.3** Not more than 5 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.

8.4 Nominations sent once will be eligible for consideration by the Nomination Committee for three consecutive years. (*Bye Law*)

8.5 Nominations will be judged on the basis of data provided in the evaluation form mainly in respect of service, research and achievements.. (*Bye Law*)

8.5.1 Qualifications and experience: All nominees should have DM/DNB/equivalent foreign qualification of at least 13 years duration.Experience should be a minimum of 13 years after the qualifying degree. (*Bye Law*)

9. The Executive Committee (EC)

9.1 The Executive Committee shall consist of --President, President-Elect, Secretary, Treasurer, Editor of the Journal of the Academy- Two immediate past Presidents, Four elected Life Members/Fellows of Academy.

9.1.1. Convener of the CME programme would be a co-opted member of the EC (*Bye Law*)

9.2 The office bearers of the society shall be: 1. The President; 2. The President-Elect; 3.The Secretary; 4. The Treasurer; and 5. The Editor of the Journal of the Academy.

9.3 The term of President and President-elect will be one year. No one can be elected President for the second term.

9.4 At the end of one year, the President-Elect would automatically assume the office of the President.

9.5 The Secretary and the Treasurers shall remain in office for three years and thereafter shall be eligible for re-election for

one more term only. The same would apply for the post of the Editor of the Journal. In the event of any unexpected vacancy during this term, EC shall appoint interim office bearer till an alternative arrangement is made. The duration of office of the member will be 3 years and is eligible for re-election.

9.6 Election for the post of President-Elect will be held every year and that for the rest of the office bearers and members every fourth year. The President-Elect shall be a Life Member of the Academy at least for 15 years and should have served in the EC in any capacity for a minimum of three years.

10. Election

10.1 Notification of vacancies and invitation of nominations by the Secretary shall take place by 30th April of the corresponding year. Address, Phone no. and email ID of Electoral Officer to be published in the newsletter.

10.2 The electoral process will be conducted by the President-Elect who shall act as the Electoral Officer.

10.3 Nomination papers, duly proposed and seconded by Life Members to be received by the Electoral Officer within 4 weeks from the date of issue of notice inviting nominations. This will be accompanied by a 'no objection certificate' from the candidate and a brief bio-data of the proposed candidate.

10.4 The Electoral Officer would scrutinize the nomination papers and would issue a list of valid nominations to all the candidates within a fortnight.

10.5 Withdrawals, if any, to be intimated within 2 weeks from the date of intimation of acceptance of the nomination papers.

10.6 In the event of more than required numbers of candidates, the Electoral Officer will send a brief bio-data of each

candidate along with the ballot papers which should be posted to all Life members within 2 weeks of the last date of withdrawal of nomination.

- 10.7 Ballot papers to be returned within 6 weeks from the date of despatch from the office of the Electoral Officer.
- 10.8 The ballot papers duly signed by the Electoral Officer to be sent under certificate of posting to members eligible for voting. Returning officer will send post paid envelope (A) along with ballot papers.
- 10.9 The ballot papers to be returned in a triple envelope. The middle envelope (B) which would be used for putting the signature and full name of the voter in block letters, would be posted by the voter after putting the inner envelope (C) unsigned and containing the ballot paper. These double envelopes would be returned by the voter to the Electoral Officer on or before the due date in the third envelope (A) which would bear the name and address of the Electoral Officer. All envelopes would be duly sealed and the outermost envelope duly stamped. Any deviation from the above would liable the ballot to be cancelled as desired by the Electoral Officer.
- 10.10 Candidates seeking election for any post shall not canvass support by issuing an appeal soliciting votes or casting aspersions on a candidate or by collecting votes personally.
- 10.11 Complaints, if any, about canvassing or malpractices should be made by the complainant in writing to the President and the Electoral Officer. These two officers shall decide upon the most appropriate course of action through mutual consultation. Final judgment rests with the Electoral Officer.
- 10.12 The counting of votes will be held during the Executive Committee meeting preceding the Annual Conference of the

Academy. The counting will be supervised by the Electoral Officer who may seek assistance from one or two members of the Academy of his choice. No ballot papers should be opened prior to the time of counting. Cancellation of ballot will be at the sole discretion of the Electoral Officer. Candidates who wish to send their representatives as observer during counting should take prior permission, in writing, of the Electoral Officer. These observers shall not take part in the counting process. In the event of any conflict, Electoral Officer shall have the final authority.

10.13 The results of the election will be announced by the Electoral Officer at the Annual General Body Meeting of the Academy.

11. Powers

The General Body (GB) is the supreme body of the Academy. The Executive Committee shall transact all business of the Academy under the chairmanship of the President. However all decisions of the EC need to be ratified by the General Body.

11.1 President

- a. President shall be highest office bearer of the Executive Committee and will be assisted by the EC in carrying out all the activities of the Academy.
- b. President will be the chairman of the scientific committee dealing with all scientific activities of the Academy.
- c. President shall conduct all the EC and General Body meetings of the Academy.
- d. President shall lead the inaugural function and valedictory function of the annual conference in association with the Secretary and Local Organizing Committee.

-
-
- e. President shall deliver presidential address during the annual conference of the Academy.
 - f. In the absence of the President, the President-Elect shall be the officiating President.

11.2 President-Elect.

- a. President elect shall officiate as the President to carry out all the activities, if President is not present.
- b. President elect is the Electoral Officer to conduct the election of the Academy.
- c. President elect shall be the chairman of the Continuing Medical Education (CME) Programme organized during the annual meeting and shall be assisted by the convener/ co-convener CME appointed by the EC/General Body of the Academy.

11.3 Secretary

- a. Secretary shall be responsible for conducting all the day to day activities of the Academy under the guidance of EC.
- b. Secretary shall be the editor of IAN News letter which is published periodically from his/her office and posted to all the members of the Academy. Secretary shall maintain official website of the Academy.
- c. Secretary shall assist President / President elect in discharging all the duties.
- d. Secretary will undertake any other responsibility given by EC or GB from time to time.

11.4 Treasurer

- a. Treasure shall be responsible for operating and maintaining all the financial accounts of the Academy and shall report to the EC and General Body of the Academy.
- b. Treasurer shall file the Income Tax returns of the Academy every year.
- c. Treasurer shall officiate as secretary in his/her absence.

11.5 Editor

- a. Editor shall be responsible for publishing the official journal of the Academy. Editor shall be guided by the Editorial Committee appointed by the Editor and report to EC and GB.
- b. Editor shall maintain all the financial accounts pertaining to the journal and shall work in liaison with the Treasurer. Financial accounts of the journal will be amalgamated with the statement of accounts of the Treasurer of the Academy.
- c. Final accounts of the Academy will be published in the Newsletter.
- d. Editor shall comply with the responsibility given by EC and General Body of the Academy from time to time.

11.6 The Executive Committee may form sub-committees to assist various activities as and when needed.

12. Subsections of the Academy (*Bye Law*)

12.1 There will be subsections in the following fields :

1. Stroke.
2. Neuromuscular disease.
3. Movement disorders.

-
-
4. Behavioral and cognitive neurology.
 5. Pediatric neurology.
 6. Neuroepidemiology.
 7. Headache.
 8. Neuropathology.
 9. Clinical neurophysiology.
 10. Tropical neurology.
 11. Advocacy

12.2 To become a member of a subsection, members should pay a one time subscription of Rs.1000/- to the Treasurer of the Academy with information to the convener of the subsection. (*Bye Law*)

12.3 Each subsection members will elect their Convener and President. Each subsection will also elect a member who will be national delegate to the International Organization in the theme of subsections. Members of each section will have to pay additional subscriptions to be paid to the International Bodies. The name of the national delegate of each subsection will be forwarded to the International Organization by the Academy and the subscription of the subsection members will also be routed through the Academy. The term of national delegate from each subsection to any International Organization will be four years. Re-nomination can be allowed subject to re-election by the subsection. Members (LM and LAM) of the Academy can be members of more than one subsection provided subscription is paid for each subsection. (*Bye Law*)

12.4 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 forwarded to the Treasurer of the Academy. (*Bye Law*)

13. Meetings

13.1 There shall be at least one annual meeting (conference) of the Academy every year ordinarily between the 3rd week of September ad 2nd week of October. This meeting shall comprise of :- 1. Scientific sessions; and 2. Business and Administrative Meetings.

- a. Proposal for such annual meeting shall be called at least 2 years in advance. Those of the members / institutions willing to conduct annual conference shall apply in the proper format and are expected to present the proposal before the Executive Committee and General Body.
- b. If needed a sub-committee consisting of President/ President-Elect and Secretary/Treasurer along with one of the EC members shall visit the proposed sites of the conference to inspect the venue and report to the EC 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 GB.
- d. Local Organizing Secretary shall have his/her own organizing committee to support in smooth conducting of the conference.
- e. 50% 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. Any other financial obligations as laid out by EC / GB from time to time shall be binding on the Local Organizing Committee of the annual Conference.

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

13.2 The Scientific Sessions would be open not only to all categories of members of the Academy, but to others, including practitioners and students of the medical sciences. However members of the Indian Academy of Neurology only can present the scientific papers. Academy shall try to organize Orations/Symposias / Special Lectures / Seminars according to the decision of the EC.

13.2.1 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.

13.2.2 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 two conveners (nominated by the EC) in consultation with the President-Elect for the year. b) Convener and Co-convener shall have term of three years. Co-convener would assist Convener in conducting CME and publishing the CME Book. Co-convener after 2 years would take over as Convener. Convener of CME would submit the report to EC. Convener shall also submit report to General Body during the annual conference meeting every year. c) The convener of the CME is a co-opted member of the Executive Committee and shall be invited to attend Executive Committee meetings. If it is not possible for him to attend the meeting he may depute the co-convener in his stead.

13.2.3 The proceedings of the CME programme would ordinarily be published in the form of a book titled 'Reviews in

Neurology' edited by the two conveners. The book must be clearly identified as a publication of the Indian Academy of Neurology.

13.2.4 Ordinarily the meeting would include 2 orations including the Presidential oration. The other oration to be arranged in accordance with availability of funds and endowments at the sole discretion of the Executive Committee.

13.2.5 Abstracts of all papers for presentation at the Annual Meeting should reach the Secretary, Indian Academy of Neurology before 31st May of the year in which the meeting is to be held. In case the conference dates are altered the Secretary will inform the members by post or through the Newsletter of the Academy. The abstracts should be between 150–200 words, and should comprehensively delineate the subject matter of presentation comprising Aims, Methodology, Results and Conclusions. (*Bye Law*)

13.2.6 Each delegate to the Annual Meeting shall ordinarily be allowed to present only one paper. (*Bye Law*)

13.3 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; and 2. an Executive Committee meeting. The latter shall meet before and if necessary after the General Body Meeting. Ordinarily a mid-term Executive Committee meeting shall also be held.

13.3.1 Notice for the Annual General Body meetings would 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 may be adjourned and reconvened 10 minutes later without any quorum. Any member wishing to raise any matter pertaining to the activities of the Academy

must inform the Secretary at least 4 weeks prior to the date of the meeting. Valid resolutions passed in the meeting must receive support of at least 2/3rd of the attendees.

- 13.4** Extraordinary General meeting may be convened by the Secretary in consultation with the President to discuss any emergency situation giving at least one month notice. The procedure would be similar to that of the Annual General Meeting except that only the proposed agenda shall be discussed.
- 13.5** The Academy shall encourage local meetings of neurological interest in different centers of the country. Organizers of such meetings shall inform the Secretary the date and venue of the meeting at least 3 months in advance to avoid overlap.
- 13.6** Those Regional / National / International meeting to be held under the banner of the Indian Academy of Neurology shall seek prior permission of the Executive Committee.
- a. Sub-section meetings. The President/ President-elect and Secretary should be invited 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.
 - b. All the publications including programme book published during such meetings should be superscribed 'supported by IAN'.
 - c. There shall be no financial commitment by the Academy for such a meeting.

13.7 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 or General Body.

14. Accounts

- 14.1** a) The audited accounts of the Academy will be submitted by the Treasurer of the Academy to the Executive Committee during the annual meeting. The editor should appoint official Auditors on annual contract basis, which should be approved by the Executive Committee. Once approved in the EC, the audited accounts would be placed in the General Body meeting during the annual meeting of the Academy.
- b) The audited accounts of the Journal should be submitted to the Treasurer by the Editor. The treasurer shall present the joint accounts of the Academy and the Journal to the Executive Committee and the GB. The editor is expected to be present at such meetings to clarify any matters that may arise.
- 14.2** The financial year of the Academy and Journal shall be from 1st April to 31st March.

15. Amendments to Constitution

Any proposal for amendments to the Constitution and Bye-laws shall be submitted to the Secretary at least 6 months before the General Body meeting and the Secretary shall forward a copy of the same to the Executive Committee members and to every member of the Academy at least one month before the next General Body meeting. The secretary shall then present the opinions on proposal communicated to him in writing by members in absentia. A final count shall be made of the votes and the proposals. The amendments shall be accepted only if 2/3rd of those who have voted (either in person or in absentia) are in favour of such amendment of proposal. 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.

16. a) The Indian Academy of Neurology shall be affiliated to the World Federation of Neurology, international bodies of sub-sections created under clause 12 and other such international bodies as decided from time to time by the Executive Committee of the Academy. The affiliation fees of these International Bodies will be paid from the Academy's accounts by the Treasurer of the Academy.
- b) The application fee for the sub-section towards the international bodies shall be met by the individual members of the section and may be subsidized by the sub-section funds. The fee will be forwarded to the treasurer for payment to the international body.
17. The Secretary, Indian Academy of Neurology would be responsible for acting legally, for and on behalf of the Academy.

18. Journal

18.1 The journal of the Academy will be called Annals of Indian Academy of Neurology and this shall be the official publication of the Indian Academy of Neurology. There shall ordinarily be four issues of the journal per year.

18.2 a) The Editorial Board shall consist of an Editor along with an Advisory Board whose members should be formed from amongst the members of the Academy and should represent various aspects of neurological disciplines. The editor is authorized to nominate members to the Advisory Board.

b) 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 permission from the editor/and author.

- 18.3** As and when a paper is received by the editor, he/she shall scrutinize it and submit it to at least two other members of the Editorial Board, inviting his/her critical and confidential comments. *(Bye Law)*
- 18.4** The Editor may send the manuscripts to any member of the Academy or to a renowned neuroscientist of repute in India or abroad for editorial comments even if such a person is not a member of Academy. *(Bye Law)*
- 18.5** If one of the reviewers recommends publication and the other does not, the Editor shall refer the paper to a third referee for his independent opinion or the editor himself may be the 3rd referee if the subject matter of the paper is in his discipline. *(Bye Law)*
- 18.6** In the event of modifications or alteration being suggested by one or both reviewers, the appropriate unsigned comments on the paper shall be communicated by the Editor to the author. *(Bye Law)*
- 18.7** The final decision regarding publication would lie with the Editor. *(Bye Law)*

19. Dissolution

In the event of winding up or dissolution of the society, if there remains after satisfaction of all debts and liabilities, any property/funds whatsoever, the same shall not be paid to or distributed among the members of the Society, 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.



