

**INTERNATIONAL LEAGUE AGAINST EPILEPSY
(ILAE)
NIGRIA NATIONAL CHAPTER**

CONSTITUTION

and

BY-LAWS

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Constitution

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Constitution

Article 1: name

- 1.1 This organization shall be known as international league against epilepsy (ILAE) Nigeria national chapter, hereinafter referred to as the “society”

Article 2: methods

To that end, but without restriction the main objectives of the society and insofar as the same shall be wholly charitable, the society shall:

- 2.1 seek to establish and maintain effective cooperation of all persons active in the field of medical sciences, public health, and social care, who are, or may become concerned with problems related to the epilepsies.
- 2.2 promote publications concerning the epilepsies and encourage the use of the journal of I.L.A.E Epliepsia, for the promulgation of the new scientific knowledge about the epilepsies.
- 2.3 organize or sponsor national congresses, symposia, or other meetings.
- 2.4 appoint special commissions or individuals for the purpose of studying specified problems related to the aims of the society and making recommendations for implementation of specific activities.
- 2.5 develop and apply other methods consistent with the objectives of the society

Article 3: legal status

- 3.1 the society is a non-profit organization constituted in accordance with the law.
- 3.2 The society is non-political and non-sectraian
- 3.3 The headquarter of the society shall be Neurology unit, Department of Medicine, University of Nigeria Teaching Hospital Enugu, Nigeria.

Article 4: administration

The society shall be administrered by the Executive Committee and the General Assembly.

Article 5: membership

- 5.1 membership shall be open to any person who works in the field of science, public health and social care and who expresses an interest in furthering the objectives of this society or as otherwise expressed in the Bylaws.
- 5.2 application for membership is to the Secretary General of the society in writing.
- 5.3 The executive Committee of the society decides about acceptance of the applicant with two-thirds majority of the present at the meeting of the Executive Committee.
- 5.4 The Secretary-General informs the applicant within a fortnight after the vote has been taken
- 5.5 If the application has been rejected the applicant can appeal in writing to the Secretary-General, who will put the appeal on the agenda of the first forthcoming meeting of the General Assembly. The General Assembly decides about acceptance of the applicant with two-thirds majority of those present.
- 5.6 Membership becomes effective only when the applicant has paid to the treasurer the first annual dues.
- 5.7.1 membership can be terminated

- 5.7.1.1 if the member is deceased
- 5.7.1.2 if the member cancels his membership
- 5.7.1.3 if the society desires the member to withdraw his membership
- 5.7.2 Cancellation of membership by a member can only take place at the end of the fiscal year. Cancellation is in writing at least 4 weeks before the end of the fiscal year.
- 5.7.3 The society can only cancel the membership if the member acts contrary to the constitution, Bylaws, regulations or decisions of the society or if the member is prejudicial to the interests of the society. Cancellation of membership is decided by a two-thirds majority of the Executive Committee and the member is informed of the reasons for the cancellation in writing.
- 5.7.4 The member is authorized to appeal to the General-Assembly within one month after receipt of the notification of cancellation of membership. A decision of the General Assembly shall have to be taken with at least two-thirds of the votes of the members present. Until such time that the General Assembly will have acted upon the appeal the member is suspended from membership.

Article 6 Executive Committee shall consist of the officers of the society and may include a President, one or more Vice Presidents, a Secretary and a Treasurer, to be elected by the General Assembly according to a procedure as specified in the Bylaws. The Past-President should also be a member of the Executive Committee. No person may occupy a seat on the Executive Committee for a period exceeding a maximum of eight years except in circumstances as approved by the General Assembly.

The Executive Committee shall act to conduct the day to day affairs of the society, subject to review and approval by the General Assembly. The Executive Committee may hold meetings at any time or in any place which may be convenient to its members; it may conduct its business also by other appropriate means of communications. Only business of which minutes have been made, acknowledged by the members of the Executive Committee who participated, will be considered legal business of the Executive Committee. Two-thirds of the voting members of the Executive Committee constitute a quorum. Decisions are made by a majority of the voting members attending. In the event of a tie, the President has a deciding vote.

- 6.3 duties of the members of the Executive Committee are specified in the Bylaws.
- 6.4 Term of office of the members of the Executive Committee shall be four years. At the end of the first term the officer may be reelected for another longer eligible unless the General Assembly decides with a majority of the votes with at least 50% of the members present to reelect the officer for another term.
- 6.5 The Executive Committee shall have the power to formulate at any time Bylaws not in conflict with the constitution subject to ratification by the General Assembly.

Article 7: The General Assembly

- 7.1 The General Assembly shall consist of all members in good standing and shall convene once a year whenever the Executive Committee or...(e.g. five) members request a convention.
- 7.2 The General Assembly shall receive and consider for vote of approval, the reports of the officers of the Executive Committee and chairs of Committees, Commissions.
- 7.3 It shall vote on proposal submitted to it by the Executive Committee.
- 7.4 It shall consider the appeal of prospective new members and/or that of those who wish to appeal against termination of membership
- 7.5 It shall approve the budget for the following fiscal period submitted by the Executive Committee and shall set the annual contribution to be made by the members.
- 7.6 It shall elect the new officers for the next term of officer after submission of a proposed slate by the Executive Committee and any other nominations submitted by least (...eg..five) members.
- 7.7 It shall set the time for the next General Assembly, after recommendations by the Executive Committee.
- 7.8 All members and invited non-members may attend the General Assembly. Only members in good standing, with the approval of the General Assembly, may invite a non-member to speak, but not to vote.

Article 8: Dues:

- 8.1 Each member shall pay the society within 3 months after the start of the fiscal year the annual dues as set by the General Assembly.
- 8.2 The society shall have the authority to accept and administer gifts, legacies, movable or immovable properties, donations, and assets of any kind without any restriction as to the amount of value.
- 8.3 The assets of the society shall be used to further the objectives of the society as authorized by the Executive Committee.
- 8.4 No portion of the assets of the society shall be paid directly or indirectly to any officer or any member of the society except for payment of expenses made in the interest of the society.
- 8.5 Proper books of account shall be kept by the treasurer, and they shall be certified by a quality auditor at the end of each fiscal year.

Article 9: Special Commissions

- 9.1 Special commissions in unlimited number may be appointed by the President of the Society as recommended by the Executive Committee. The President and Secretary-General of the society shall be ex officio members of each Special Commission.

9.2 No expense shall be incurred by a Commission on behalf of the society without consent of the Executive Committee.

Article 10: Dissolution of Amalgamation

10.1 The Society may be dissolved or may amalgamate with another body having similar objectives on proposal of the Executive Committee, ratified by a two-thirds majority of the General Assembly.

10.2 In the event of dissolution, the assets of the society may not be divided among its members, but shall be transferred to one or more other organizations of similar interests, as agreed by the General Assembly.

Article 11: Amendments.

The present Constitutions may be amended by a two-thirds majority of the General Assembly. Amendments may be initiated by the Executive Committee or by 25 per cent of the members. Such amendments must be submitted to the Secretary-General at least 90 days before the next General Assembly, and due notice of amendments shall be given to all members by the Secretary-General at least 60 days before the meeting of the General Assembly.

Article 12: Effect Date

This constitution is amended and valid as of the designated date.

Dr. Ikenna O. Onwuekwe

President

June 2007

Dr. Birinus Ezeala-Adikaibe

Secretary

June 2007

INTERNATIONAL LEAGUE AGAINST EPILEPSY

BY-LAWS OF THE NIGERIA NATIONAL CHAPTER

The Executive Committee is empowered by the Constitution (Article 6) to draw up such By-Laws as are necessary to achieve the objectives of the Society, subject to their not being in conflict with the Constitution and to their ratification by the General Assembly. The Secretary-General shall keep a book containing the current By-Laws, in which all modifications are entered as they are made.

I. Duties of Officers

The Chapter must define the bylaws concerning the constitution of the Executive committee; these bylaws must be approved by the General Assembly. It is recommended that the Executive committee may include at least a President, Past President, President Elect, Secretary, Treasurer and 2 other members.

1. The President shall preside at meetings of the Executive Committee and the General Assembly and shall appoint special committees and commissions in unlimited number in consultation with the Executive Committee.
2. The Vice-Presidents shall assist the President, and the First Vice-President shall assume the duties of the President in his absence. In case of the inability of the First Vice-President to serve, his place shall be taken by the Second Vice-President.
3. The Secretary shall conduct the affairs of the Society under the direction of the Executive Committee.
4. The Treasurer shall administer the accounts of the Society.
5. No person may occupy a seat on the Executive Committee for a period exceeding a maximum of eight years except as approved by the General Assembly.
6. The signatories to the accounts of the society shall be the President, the Secretary and the Treasurer. Only the President with either the Secretary or Treasurer shall sign all cheques and bank papers relating to the accounts of the society.

II. Special Commission

1. Each Commission shall have a Chairman, and a Secretary and shall receive and acknowledge written instructions.

2. The term of office of each Commission shall expire at the end of the mandate of the General Assembly but it may be renewed in the same or a revised composition by the new president of the Society.

3. The Chairman of each Commission shall make interim reports and recommendations to the Executive Committee as deemed necessary and, at the end of the fiscal period, to the General Assembly.

III. Meetings

The executive committee can arrange congresses and meetings as deemed necessary. Once a year a General Assembly is convened.

IV. Fiscal Period

The fiscal period ordinarily shall extend from the adjournment of one General Assembly to the adjournment of the next in accordance to local laws. Under unusual circumstances this may be changed by the Executive Committee. It shall not be shorter than 6 months or longer than 2 years.

V. Chapters' Obligations

1. Each Chapter must send to the ILAE Secretary-General the names and contact information of its officers within thirty days after the Chapter's General Assembly Meeting during which a new Executive Committee takes office. If changes in contact addresses occur these must be immediately reported to the Secretary General of the ILAE.

2. Within thirty days after each Chapter's General Assembly, the Chapter must submit any changes to its Constitution and By-Laws (in English) to the Secretary General.

3. By March of each year, every chapter is requested to upload/enter their database, including e-mail addresses, to the ILAE website.

4. Before October 1 of each year, each Chapter shall pay to ILAE, annual dues which shall be proportional to the number of dues paying members as of December 31 of the previous year, and shall be fixed for each fiscal period of the General Assembly.

VI. Indemnification

Executive Committee members, officers, and other authorized staff, volunteers, or agents of the ILAE shall be indemnified against claims arising in connection with their positions or activities on behalf of the Chapter to the full extent permitted by law.

VII. Amendments

The Executive Committee shall have the power to amend these Bylaws by the affirmative vote of a majority of the voting Executive Committee members then in office, provided that notice of the proposal to amend the Bylaws is provided to the Executive Committee with at least thirty days notice.

Dr. Ikenna O Onwuekwe

President

June 2007

Dr. Birinus Ezeala- Adikaibe

Secretary

June 2007