

MEMORANDUM OF ASSOCIATION

of

INDIAN EPILEPSY ASSOCIATION

Society Registration No. 47 / 70 GBBSD  
Public Trust Act Reg. No. F-2055 BOM

2013

(Incorporating the amendments approved in EGB Meeting in February 2013)

1. **Memo:** The name of the Society shall be the “Indian Epilepsy Association”.
2. **Office:** The Registered Office of the Society shall be situated in Bombay.
3. The aims and objectives of the Society shall be as under:
  - (a) To promote the better treatment and care, welfare and rehabilitation of persons suffering from Epilepsies.
  - (b) The collection, compilation, advertisement and dissemination of knowledge concerning Epilepsies in every field.
  - (c) To disseminate knowledge and understanding of the disease amongst the lay public and the patients and their relations and to make known to the public the various difficulties facing the disabled and handicapped, so as to facilitate their adjustment into Society.
  - (d) To promote, guide, co-ordinate, organize, finance and conduct research and experimental work in all aspects of Epilepsy calculated to be of benefit to the disabled and the handicapped.
  - (e) To provide training facilities to medical, scientific and other technical staff working in the Society.
  - (f) To publish books, monographs, periodicals and papers concerning the Epilepsies in every field and regarding the Society’s work.
  - (g) To maintain close association and co-operation among individuals and institutions devoted to alleviation of those suffering from Epilepsy.
  - (h) For more effectively carrying out the above objects, to seek affiliation with international institutions or societies formed for promoting the above objects.
  - (i) In accordance with law, to buy, purchase, take on lease or in exchange, hire or otherwise acquire any movable or immovable property of any tenure or description and any estate or interest therein and any rights or privileges which the Society may think necessary or convenient for the promotion of its objects, and to construct, maintain and alter any building or erections necessary or convenient for the work of the Society.
  - (j) In accordance with law, to sell, let, lease, mortgage, gift, dispose or, manage, develop, build or alter or improve or turn to account all or any of the property or assets of the Society as may be thought expedient with a view to the promotion of its objects.
  - (k) To receive and accept donations, gifts, grants or contributions in cash or kind from any person or persons, association, society, company, authority or Government for the furtherance of the aims and objects of the Society and upon such terms and conditions as the Society in its absolute discretion may think fit.
  - (l) To engage, employ and remunerate persons for carrying on the work of the Society on such terms and conditions as may be determined from time to time.
  - (m) To receive, undertake and execute any trusts and to take over institutions which may lawfully be undertaken and taken over by the Society and may be conducive to its objects.
  - (n) To borrow or raise money for the purpose of carrying out the aims and objects of the Society on such terms and by giving such security as may be determined from time to time.
  - (o) To invest money of the Society which cannot be applied immediately or at an early date for carrying out its aims and objects in Public Securities that is to say:
    - (i) In the first mortgage of an immovable properly situated in any part of India if the property is not leasehold for a term of years and the value of the property exceeds by one-half the mortgage money.
    - (ii) In securities of the Central Government or any State Government .
    - (iii) In stocks, debenture or shares in companies, the interest or dividend on which has been guaranteed by the Central or any State Government.
    - (iv) In debentures or other securities for moneys issues by or on behalf of any local authority in exercise of the powers conferred by an Act of the Central or State Legislature.
    - (v) In securities expressly authorized by an order which the State Government may make in this behalf.
    - (vi) In debentures or other as the Charity Commissioner may be a general or special order permit the money of the Society to be so invested.
    - (vii) In such other securities as may be authorized under the provisions of the Bombay Public Trusts Act, 1950, from time to time.

(viii) In such other securities as may be authorized by law from time to time.

- (p) To draw, make, accept, discount, endorse, negotiate, buy, sell, execute and issue bills of exchange, Government of India and other Promissory Notes, Cheques, Warrants, Debentures and other negotiable or transferable instrument or securities.
- (q) To establish and support or aid in the establishment and support of any charitable associations or institutions and to subscribe or guarantee money for charitable purposes in any way connected with the purposes of the Society or calculated to further its objects.
- (r) To do all acts, matters and things as are incidental or conducive to the attainment of the above aims or objects or any one or more of them.

4. The first members of the Governing Council shall be as under –

	<b>Name</b>	<b>Address</b>	<b>Occupation</b>
1.	Dr. Baldev Singh	Dept of Neurology All India Institute of Medical Sciences Ansari Nagar, New Delhi 16	Neurologist
2.	Dr. B. Ramamurthi	2 <sup>nd</sup> Main Road, CIT Colony Madras – 4	Neurosurgeon
3.	Dr. T.K.Ghosh	Govt Housing Estate Flat No 5, Block No 1, 28/1 Gariahat Road, Calcutta	Neurologist
4.	Dr. E.P. Bharucha	251 Dadabhai Naoroji Road Bombay 1	Neurologist
5.	Dr. A.D. Desai	534, Sandhurst Bridge Bombay 7	Neurologist
6.	Dr. N.H. Wadia	Ben Nevis, Bhulabhai Desai Road Bombay 26	Neurologist
7.	Dr. K.V. Mathai	Christian Medical College & Hospital Vellore 4	Neurosurgeon
8.	Dr. K.S. Mani	All India Institute of Mental Health Post Bag No 15, Bangalore 27	Neurologist
9.	Mrs. Roshan H Dastur	Asst. Dean's Bungalow KEM Hospital Compound, Parel Bombay 12	Social worker

5. We, the several persons whose names and addresses are subscribed, are desirous of forming a Society in pursuance of this Memorandum of Association.

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## **RULES AND REGULATIONS**

### 1. INTERPPRETATION

1. Interpretation : The marginal notes hereto shall not affect the construction hereof and in these presents unless there is something in the subject or context inconsistent therein:
- “The Society” means Indian Epilepsy Association or IEA.  
 “ The Act” means the Societies Registration Act XXI of 1860.  
 “The Governing Council” means the Governing Council for the time being.  
 “The Chairman” means the Chairman or President for the time being.  
 “The Secretary” means the Secretary General or Chapter / Branch Secretary as relevant and  
 “Treasurer” means the Treasurer of IEA or Chapter . Branch Treasurer as relevant.  
 “Office” means the registered office of Society.  
 “Central Office” means the office of the Secretary General.

Words importing the singular number also include the plural number and vice versa.  
 Words importing the masculine gender also include the feminine gender and vice versa.

### **II. MEMBERSHIP**

@\*\*2. The Society shall consist of not less twenty members.

(a) Membership of the Society is open to:

- (i) any person aged 18 years and above
- (ii) he must be willing to work for the aims and objectives of the society.
- (iii) There are two types of members viz. Annual Members and Life Members. These include patients, relatives, professionals dealing with epilepsy and any other person interested in epilepsy.
- (iv) He must be proposed by a valid member and seconded by another valid member. There shall be no entrance fee. Annual subscription will be Rs. 100/- for Annual Members and a one time payment of Rs. 1,000/- for the Life Members.
- (v) The Member Organisation shall have the power to admit or reject the applications for membership. However, the Governing Council retains the ultimate right to accept or reject any membership. The decision of the Governing Council shall be final.  
There shall be only one full member organization from a town / city.  
Associate member – if more than one Association in the same place  
(Associate member shall have no voting rights)
- (vi) Membership of the Association shall commence from the date of the approval of his candidature and shall cease on his death, resignation or on his failure to pay the dues towards the Association or indulges in misconduct or does anything contrary to the rules or objectives of the Association.
- (vii) Misconduct means transgression of any definite rule of action, any act forbidden by the Rules of the Association, dereliction from duty, unlawful

or improper behaviour , misdemeanor, impropriety, offence involving moral turpitude which would undermine the objectives of the Association.

- (viii) A member in arrears of subscription for 3 months is not a valid member (or a member of good standing) and ceases to be a member of the Indian Epilepsy Association without any intimation. This shall be decided at the chapter / branch level. Annual members defaulting in membership fees, when they wish to rejoin, they will be admitted only as Life member, after clearing the previous dues.. The Governing Council of the central office, however, retain the ultimate right to terminate any membership.
- (ix) Notice for the annual general body meeting addressed to a member shall be considered as proof of membership.
- (b) Honorary Members: These shall be limited to those over 70 who have been Ordinary Members of the Association and who have worked actively in the field of Epilepsy for 10 or more years, upon acceptance of their applications by a three-fourths majority of the Governing Council present at the time of voting. No voting rights.
- (c) Honorary Corresponding Members shall be those who have done distinguished work in the field of Epilepsy from countries other than India. No voting rights.
- (d) Corresponding Life Membership may be granted to persons residing abroad and interested in the field of epilepsy. They shall not have any voting rights or right to contest for any official positions of the Association.. Life membership fees SARC countries – 25 USD, Others – 100 USD

### **@ IIA. PATRONS**

- @ 3. Patrons will be by invitation and to be approved by Governing Council.. They shall receive one copy of all communications, Newsletters, etc They shall have no voting rights

Power to make by-laws relating to members: The Governing Council shall have power to make, rescind or vary bye-laws relating to the patronage of the Association.

### **III. MEETINGS**

4. When Ordinary Meetings to be convened: An Annual General Meeting of the Society shall be convened and held at least once in each year at such place and on such date and at such time as shall be determined by the Governing Council.
5. Business of Ordinary Meeting: The purpose of an Annual General Meeting shall be:
  - (a) To receive, consider and pass the Accounts of the Society and the Report of the Governing Council which shall be submitted to the meeting.
  - (b) To review the work and to discuss the policy of the Society.
  - (c) To transact any other business or matter which any member of the Society may wish to place before the meeting. No member of the Society shall however be entitled to move any resolution in respect of such business or matter unless a copy of the proposed resolution signed by him shall have been sent to the Central office of the Society, seven days before the date of the meeting.
6. Extraordinary Meetings: Extraordinary General Meetings of the Society may be convened at any time by the Governing Council for the transaction of any business.
7. Notice of Meetings: At least twenty-one days' notice, specifying the place and day and hour of meeting, and in the case of an Extraordinary General Meeting the nature of the business to be transacted shall be sent by post to each member who has registered with the Society an address in India, provided that the inadvertent omission to send a notice or the non-receipt of the receipt of such notice by any member shall not invalidate any resolution

passed or proceedings taken at such meeting. Any meeting may be held on shorter notice than above specified if more than one-half of the members of the Society agree in writing.

8. Service of Notice: Service of the notice shall be deemed to have been effected on the day following that on which it is posted.

#### **IV. PROCEEDINGS AT MEETINGS**

9. Chairman of General Meeting: The Chairman shall preside at every meeting of the Society or if the Chairman shall not be present, a Chairman of the Meeting shall be elected at the Meeting.
10. Power to adjourn general meeting: The Chairman of the Meeting may, with the consent of a majority in number of members present, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting, other than the business left unfinished at the meeting from which the adjournment took place
- @11. Quorum The Quorum for GC 5 members and for AGB 10% of the membership
- @ 12. When a Quorum is not present meeting to be adjourned: The meeting is adjourned by one hour and the members present shall constitute a quorum.
- @ 13. How a question to be decided at Meeting: At any Meeting every question shall be decided by a show of hands or voting by secret ballot. In the case of equality of votes, the Chairman of the Meeting shall have a casting vote in addition to the vote to which he may be entitled as a member. This is applicable to both GC and AGB meetings

#### **V. MANAGEMENT**

14. Governing Council: The supervision of the work of the Society and management of its affairs shall be entrusted to the Governing Council.
15. Governing Council to be Governing Body: The Governing Council shall be the Governing Body of the Society within the meaning of the Societies Registration Act 1860, and save as herein provided shall have in addition to the powers hereby conferred all the power conferred by the said Act.
- @ 16. Application of Income and Property: The income and property of the Society whence so ever derived, shall be applied solely towards the promotion of the aims and objects of the Society as set forth in its Memorandum of Association, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the members of the Society provided however that nothing herein shall prevent the payment of reasonable and proper remuneration and expenses to any officer or servant of the Society or to any member of the Society or Governing Council in return for or incurred in connection with any services actually rendered to the Society, nor prevent the payment of interest at a rate not exceeding 6 per cent annum on money borrowed or reasonable and proper rent for premises demised or let by any member of the Society or Governing Council.

#### **VI. GOVERNING COUNCIL**

17. The Governing Council shall consist of not less than five and not more than thirty one members.
- @ 18. All valid members of the Society- medical or lay – shall be eligible to be elected as office bearers of the Society. Every member satisfying the eligibility clause can stand for an election as an office bearer or Governing Council Member and shall be proposed by any valid member (of at least 3 years standing) and seconded by another valid member (of at least 3 years standing) of the Indian Epilepsy Association. The electorate of the office bearers shall be on an all India basis while that of other Governing Council members shall be the respective States.

The Governing Council shall consist of :-

	Term (Years )	Electorate	Eligibility –continuous valid Life Membership for not less than ...years
President	2	All India	No Election
President Elect	2	All India	8
Secretary General	4	All India	5
Treasurer	4	All India	5
Editor	4	Appointed	5
Members	2	State/UT	3
Immediate Past President	2		

Ex.Officio Members : President and Secretary General of Indian Epilepsy Society

President elect will automatically be the President in the following term.

For the posts of President Elect, Secretary General and Treasurer, the candidate should have served atleast one Term in GC as an elected Member (Not as Ex Officio Member)

President elect and President for one term only, All other posts eligible for reelection for one more term only

A member cannot contest for more than one post simultaneously .If a member does not complete the term of office ( unless for valid reasons), he will not be eligible to contest for any post in future.

Term office starts from 1<sup>st</sup> April

\*\*@19. The office bearers shall be President, President Elect , Secretary General and Treasurer.

\*\*@20. If a Governing Council Member does not attend two consecutive meetings without any valid reason he shall cease to be a member of Governing Council.  
Elections shall be by postal ballot. Canvassing in any form for any election shall disqualify the candidate.

### **Election Procedure**

Returning Officer to conduct election, will be President Elect

Notification of vacancies and invitation of nominations by the Secretary General by 30<sup>th</sup> July of the corresponding year. Detailed address, Phone no. and email ID of Returning officer to be published in newsletter.

Nomination papers, duly proposed and seconded by Life Members to be received by the Returning Officer within eight 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 not more than 500 words, of the proposed candidate.

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

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

In the event of more than required numbers of candidates, the Returning officer will send a brief bio-data of each candidate along with the ballot papers. These to be posted to all valid members within Two weeks of the last date of withdrawal of nomination.

Ballot papers to be posted under certificate of posting /registered India Post / courier / or electronic voting / or any other method where proof of posting ballot papers is obtained, preferably Registered India Post.

Ballot papers to be returned within eight weeks from the date of dispatch from the office of the Returning officer.

The ballot papers to be returned in a triple envelope. i)The inner envelope (C) containing only unsigned ballot paper. ii) The middle envelope (B) containing, full name of the voter , membership number and signature of the voter, iii) These two envelopes will be enclosed in pre paid envelope (A) which would bear only the name and address of the Returning officer & returned to the Returning officer All envelopes would be duly sealed and the outermost envelope duly stamped.(prepaid)

Non receipt of ballot paper to be informed by member to Returning officer, who will send the duplicate ballot paper to the member directly.

The individual member organization to update the membership list as on 30<sup>th</sup> June of every year, to the office of Secretary General.

Complaints, if any, about canvassing or malpractices should be made by the complainant in writing to the President and the Returning Officer. These two officers shall decide upon the most appropriate course of action through mutual consultation. Final judgment rests with the Returning officer.

The counting of votes will be held during the Governing Council meeting preceding the Annual Conference of the IEA. The counting will be supervised by the Returning officer who may seek assistance from one or two members of the Association. No ballot papers to be opened prior to the time of counting. Cancellation of ballot will be at the sole discretion of the Returning officer. Candidates may wish to send their representatives as observer during counting with prior permission of the Returning officer in writing. These observers shall not take part in the counting process, but will present during the counting. In the event of any conflict, Returning officer shall have the final authority.

In the event of a tie, recounting to be done. If after that there is tie toss of the coin will decide the issue.

The results of the election will be announced by the Returning Officer at the ensuing Governing Council & General Body Meeting.

@21. Power to co-opt : Whenever there is no Governing Council member to represent a State, the GC can nominate a person as a GC member, who will have voting rights. Additional persons may be co-opted by the Governing Council from time to time and they will not have voting rights. Co-opted members shall be no more than five..

22. Casual vacancies: Any casual vacancies which may occur by reason of resignation or otherwise may be filled by the Governing Council and the person so appointed shall continue to be the member of the Governing Council until the next election of the Society.

23. Continuation in office in certain events: if for any reason an Annual General Meeting is not held on the date due for the holding thereof the Society and the persons elected at the previous meeting shall continue to serve until the next meeting is held.

## **VII CHAIRMAN & VICE – CHAIRMAN**

@ 24. The Governing Council, at its meetings every year, shall, in the absence of the elected President, appoint the President Elect /Secretary General/Treasurer to be the Chairman of the meeting. But such Chairman shall not have the right to nominate any member to act as a Chairman in his absence or otherwise at subsequent meetings.



## VIII. PROCEEDINGS OF GOVERNING COUNCIL

- @ 25. Meeting of Governing Council and Quorum: The Governing Council may meet together for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they think fit and may determine the quorum necessary for the transactions of their business. Until otherwise determined Five members shall be a quorum. No meeting shall become incompetent to transact business from want of a quorum after the Chair has been taken. The Governing Council shall meet at least twice every year. Most business will be carried out by correspondence only.
- \*\*26. Who may summon meeting: The Secretary General shall summon a meeting of the Governing Council at least twice an year.
27. Chairman of the Meeting: The Chairman shall preside at all meetings of the Governing Council. If the Chairman shall not be present at any meeting the Vice-Chairman shall preside and if neither is present the members shall elect a Chairman of the meeting.
28. How questions to be decided: Questions arising at any meeting shall be decided by show of hands or secret ballot and in case of an equality of votes the Chairman of the meeting shall have a second or casting vote.
29. Powers of Quorum: A meeting of the Governing Council for the time being at which a quorum be present shall be competent to exercise all or any of the authorities, powers and discretions for the time being vested in or exercisable by the Governing Council generally.
30. Resolution: The Governing Council may also transact its business by circular resolution.31
31. When resolution without meeting valid: A resolution in writing which has been circulated to all the members of the Governing Council for the time being in India and assented to by a majority of such members shall be as valid and effectual as if it had been passed at a meeting of the Governing Council duly called and constituted.32.
32. Minutes to be made: The proceedings of all meetings shall be recorded in a Minute Book and the minutes signed by the Chairman of the next meeting shall be accepted as a true record of the business transacted at the meeting.
33. The Chairman may invite any person to attend any meeting of the Governing Council but the invitee shall not have the right to participate in the proceedings of the meeting or to vote there at.

## IX. OFFICERS

34. Officers and office of the Society:
- (1) The Governing Council may from time to time appoint stipendiary secretary, stenographer and servants of the Society and shall have the power to determine the duties and authorities and fix their remuneration with full power to terminate their services as and when necessary or required.
  - (2) The Governing Council may delegate to the Secretary General, Treasurer and other office bearers such powers as may be necessary or required to enable each official to carry out his duties respectively.
  - (3) The Central office of the Society shall be situated where the Secretary General is located.
    - \* All legal disputes / matters shall be decided by the Courts within the jurisdiction where the Secretary General is located.
- \*\*@ (4) **Managing Committee:** This will consist of the President, President Elect, Secretary General and the Treasurer to take decisions in the name of the Governing Council between meetings of the latter. It may make changes in the budget of the Indian Epilepsy Association not exceeding the total amount of the budget.
- \*\*@ (5) **Powers / Responsibilities of office bearers:** The office bearers shall be President, President Elect, Secretary General and Treasurer.
- (i) **President:** He shall preside over the meeting of the Managing Committee, Governing Council and of the general body. He shall have a general control of all matters connected with the management of the Association.

- (ii) **President Elect** : In the absence of the President, he shall act as President to conduct the meetings of the Managing Committee, Governing Council and the General Body.
- (iii) **Secretary General**: He shall be the Chief Executive Officer of the Association. He shall carry out the day-to-day administration and also carry out the decisions of the Managing Committee, Governing Council and general body. He shall prepare the agenda for all the meetings of the Committees in consultation with the President. He shall also be responsible for maintenance of the minutes book. He shall have the custody of all registers and papers related to the Association except accounts books. In an emergency matter, the Secretary General shall take suitable action in consultation with the President and shall report the same at the next meeting of the Managing Committee and also the Governing Council. He may keep with him a sum as decided by the Governing Council from time to time as imprest amount to meet any contingent expenditure.
- @ (iv) **Treasurer**: He shall maintain an account of money received and spent. He shall also deal with all financial matters with Members of central office, Member Organisations in the country and also IBE and other similar organizations to which Indian Epilepsy Association is affiliated. All accounts books of the Association shall be in the custody of the Treasurer who shall provide the same to the auditors as and when required. He shall present a statement of income and expenditure at every meeting of the Governing Council and shall also be responsible for presenting the audited statement of accounts at every annual general body meeting. He may keep with him a sum as decided by the Governing Council from time to time as imprest amount to meet any contingent expenditure. The Treasurer shall prepare the budget for the next financial year and present it to the Governing Council.

## X. COMMITTEES

35. The Governing Council may appoint a committee or committees (under the name of special committees or sub-committees or under such other name or names as may be determined at the time of appointment) for special purposes, consisting of such one or more persons (whether members of the Society or not) as they may think fit and may delegate to such committees, such powers and authorities as may be thought fit. Any committee so appointed shall, in exercise of the powers so delegated, conform to any regulations that may from time to time be imposed upon such committee shall be governed by the provisions herein contained for regulating the meetings and proceedings of the Governing Council so far as the same are applicable thereto, and are not superseded by any regulations made by the Governing Council. Each committee shall fix its own quorum. Additional members may be co-opted as the sub-committee may from time to time decide.

## XI. CONSTITUTED ATTORNEY

36. Power to appoint attorney: The Governing Council may appoint any person or Corporation to be the constituted attorney of the Society for any purposes or purpose.

## XII. SUITS AND PROCEEDINGS

37. Power to sue: The Society shall sue and be sued and all applications or legal proceedings on behalf of or against the Society shall be brought, made and taken in the name of such persons as shall be appointed by the Governing Council for the purpose.

### **XIII. SEAL**

38. The seal of the Society shall not be used except in pursuance of a resolution of the Governing Council.

A document to which the seal of the Society is affixed shall be signed on behalf of the Society by at least two members of the Governing Council and countersigned by the Secretary General.

### **XIV. PROPERTY OF THE SOCIETY**

39. Vesting of Moveable Property:

- (i) All property of the Society shall vest in the Governing Council, who shall have the power to sell, mortgage, exchange, gift or otherwise deal with the same in accordance with law and also to purchase, take on lease, accept gift, grants and donations and otherwise acquire any moveable or immovable property, according to law.
- (ii) The Governing Council shall have the power to accept gift, grants, donations, provided in the opinion of the Governing Council the conditions attached are not onerous and not inconsistent with the aims and objects of the Society or otherwise objectionable.

### **XV. FUNDS**

40. Funds of the Society: All Bank accounts and deposits shall be opened, kept and made in the name of the Society.
41. Management of Funds: The Governing Council shall have the management of the funds of the Society and shall have power to invest in the name of the Society or in the name of its nominees, lend or otherwise deal with the same and to investments from time to time according to law, and to incur such expenditure as it may think necessary and proper.
42. Power to borrow: The Governing Council shall have the power to borrow money for the Society upon such terms as to security and rate of interest or otherwise as the Governing Council shall decide, but in accordance with the law applicable to the Society.
43. All cheques, bills of exchange, promissory notes (expressly including promissory notes of the Government of India) and other similar documents shall be drawn accepted or made on behalf of the Society and all cheques be endorsed by the Treasurer and such other person as shall be nominated from time to time by resolution of the Governing Council.
44. Accounts: The Governing Council shall cause true and proper accounts to be kept of all sums of money received and expended and all matters in respect of which such receipts and expenditures take place and of the assets, credits and liabilities of the Society. The financial year of the Society shall be from 1 April to 31 March of every year. The Governing Council shall cause the Treasurer to present reports of the finance of the Society at each regular meeting of the Governing Council.
45. Audit: The accounts of the Society shall be audited once in each year by an Auditor or firm of auditors who shall be Chartered Accounts within the meaning of the Chartered Accountants Act XXXVIII of 1949 appointed by the Governing Council every year with power and authority to fix and pay remuneration if required.

### **XVI. ANNUAL LIST**

46. List of Governing Council to be filled yearly: The Governing Council shall cause to be filled once in every year on or before the 14<sup>th</sup> day succeeding the day on which the Annual General Meeting of the Society is held a list with the registrar appointed under the Societies Registration Act, 1860, of the names / addresses and occupations of the members of the Governing Council.

## **XVII. BYE-LAWS**

47. Power to make bye-laws: The Governing Council shall have power to make bye-laws for the conduct and government of all committees, and for the conduct and government of the Society, officers and agents of the Society or for any other purposes whatsoever provided that such bye-laws shall not conflict with these rules and regulations. The Governing Council may delegate to such committee or committees appointed by it the power to make, rescind and vary the bye-laws relating to and for the purpose of the work carried out by such committee or committees. The Governing Council will however be entitled to revoke the said power.

## **XVIII. AMENDMENTS**

48. Amendments: These Rules and Regulations may be amended by any meeting of the Society convened in the behalf by an ordinary resolution provided that notice of the proposed amendment shall have been given in writing by a member and circulated to all members of the Society, 21 days in advance of the meeting to be convened for such purpose. Such amendments may be accepted by the Meeting with or without modification.

## **XIX. PUBLICATIONS**

49. The publications shall be the official organ of the Society and shall be published 2-4 times a year. The Editorial Board shall consist of Editor (appointed by Governing Council) and an Advisory Board, all from amongst the members of the Society and selected by the Governing Council. The news letter will be posted to all members.

## **XX. CHAPTERS**

@\*\*50. (i) All units are “”Member Organizations“”and minimum number required to form a Member Organization shall be twenty

@\*\* (ii) Each Member Organisation shall follow the rules of the Indian Epilepsy Association.

Each member organization is required to register in their own place as “Epilepsy Association of ---- (name of the city) in e.g. (Epilepsy Association of Indore) and obtain PAN Number and file income tax returns locally. This shall not have the effect to alter, delete, repeal or modify the rules and regulations of the Indian Epilepsy Association. This is only to enable the member organisation to obtain financial and other assistance from the State Government and or its agencies and also to facilitate in filing Income Tax returns in their respective State. This shall not create any independent right to separate from the Indian Epilepsy Association and use its name. They shall elect their own office bearers, and formulate its own electoral process for the sake of practical convenience. All valid members of the Member Organisation shall be eligible to be elected as office bearers.. Rule 18 of the Rules and Regulations of the Association however, shall apply mutatis mutandis (with respective differences having been considered). Subscription renewals for the next financial year shall be collected in advance by March 31 of each year, with 3 months (June 30) as grace period.

(iii)The Member Organisation shall send to the Central Office by 30 June –

- 50 per cent of all subscriptions as capitation fee
- Audited statement of accounts
- Report of annual activities
- List of names and address of all members
- Indicating those who are office bearers.

@\*\*(iv) All communications from the central office to the members of the Member organisation shall be sent to the respective Secretary, who in turn shall arrange to send them to

their individual members. However, notices for general body meeting and voting papers shall be sent direct by the central office.

@\*\* (v) Defaulting Member Organisations;: Any Member Organisation which has not observed any one of the obligations, duties and responsibilities as enshrined in Rule 50 shall lose its affiliation to the Indian Epilepsy Association. The Secretary General shall send them two reminders. If obligations are not met by the time of the next Governing Council meeting, the latter shall exercise the powers to disqualify the defaulting Member Organisation. In such an event the central office shall notify all valid members. Annual and Life – of the defaulting Member Organisation through the next central office newsletter or if possible individually. The Life members of that Member Organisation shall be transferred to the central office who shall communicate with them directly. The voting in the general body by the members of the central office shall be in accordance with the clause applicable to all valid Member Organisation (as specified in Sec VI Rule 18).

### **XXI. DISPUTES**

@\*\* 51. Any dispute between the members(s) Member organisation on the one hand and the central office on the other is to be settled amicably. If such is not possible, the Governing council shall have the right to appoint a Commission (under Rule 35) with its own terms and references who will go into any act(s) of omission or commission of member(s) / Member organisation which are against the rules and objectives of the Indian Epilepsy Association and submit his report to the Governing Council within 3 months. After notice to the party for its comments, if any, on the report within four weeks of receipt, the Governing Council has the right to accept or reject the report. The decision of the Governing Council shall be final and binding on the parties.

### **XXII. DISSOLUTION OR AMALGAMATION**

52. In the event of the dissolution of the Association the funds of IEA shall not be divided between the members of the Association. The same shall be transferred to a Trust / Association having similar objectives and recognized under the provisions of Section 80-G of the Income Tax Act of 1961.

We, the undersigned being members of the Governing Council of the Society do hereby certify that this Memorandum of Association and the amended Rules and Regulations are a correct copy of the Memorandum of Association and the amended Rules and Regulations of the Society, which were passed at the Extraordinary General Body Meeting at Lucknow on March 1, 1997 (marked with\*) and the Extraordinary General Body Meeting at Trivandrum on December 16, 1998 (marked with \*\*)

	Name	Address	Occupation
1	Dr. K S Mani President	No. 1, Old Veterinary Hospital Basavangudi, Bangalore 560 004	Neurologist
2	Dr.(Ms) Devika Nag Vice President	‘Srinivas’ 24, Newberry Road, Lucknow 226001	Neurologist
3	Dr. V S Saxena Sec.General	“Sannidhi”, K -10/10, DLF Qutub Enclave II Gurgaon 122 002	Pharmacologist
4	Dr. H V Srinivas Treasurer	613, 15 <sup>th</sup> Cross, 1 <sup>st</sup> Phase J.P.Nagar Bangalore 560 076	Neurologist
5	Dr. A. Das Gupta	30-A Aswini Dutta Road Calcutta 700 029	Neurologist
6	Dr. H P Naryan	“Narayaneeyam” Bariatu Road, Ranchi 834008	Neurosurgeon
7	Dr. Meena Gupta	23/143 Lodi Colony New Delhi 110 003	Neurologist
8	Mr. R Mahadev	1302 ‘Gurukrupa’ 7 <sup>th</sup> Main II stage, West of Chord Rod Bangalore 560 086	Engineer
9	Dr. B S Singhal	Bombay Hospital 12 New Marine Lines Bombay 400 020	Neurologist
10	Dr. B Rajendran	Westside Hospital Pvt Ltd Moulana Azad Road, Kappalandimukku, Kochi 682 002	Neurologist
11	Dr. V V Nadkarni	Mangesh Neuro Centre 1 Kanchan Baug, Opp Jal Auditorium , Indore 452 001	Neurologist
12	Dr. C M Sharma	150 Hari Marg , Civil Lines Jaipur 302006	Neurologist
13	Dr. C U Velmurugendran	61 OVM Street, Chepauk Chennai 600005	Neurologist
14	Dr. Atul Agarwal	55-A Ravindra Pall, Fauzabad Road, Lucknow 226016	Neurologist
15	Dr. Trishitanand Roy	Bangur Insitute of Neurology 52/1 A Sambhu Nath Pandit	Neurologist

		Street, Calcutta 700 025	
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Dated this Sixteenth day of December 1998.

The Memorandum of Association & Rules and Regulations of Indian Epilepsy Association have been printed after duly incorporating amendments passed by the General Body of the Association and approved by the Dy. Charity Commissioner, Bombay Region on 18<sup>th</sup> April 2000.

/\*/ - Passed at Extraordinary General Body Meeting of the Society held in Lucknow on March 1, 1997.

\*\*/- Passed at Extraordinary General Body Meeting of the Society held in Trivandrum on December 16, 1998.

@ Passed at Extraordinary General Body Meeting of the Society held in Hyderabad on 9<sup>th</sup> February 2013