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Article 1. Name of the Organization

This non-stock, non-profit organization shall be named Asian and Oceanian Association of Neurology (AOAN).

Article 2. Place of Business

The place of business of the Society shall be: PICO Creative Centre

Level 2, 20 Kallang Avenue, Singapore, 339411 or any other address, as may subsequently be decided upon by the Governing Council.

Article 3. Aims and objectives

Sec.1. To promote and foster on an international scale, the advancement, exchange and diffusion of information and ideas relating to the nervous system.

Sec. 2. To promote education and research in neurology.

Sec. 3. To promote prevention and treatment of neurological disorders

Article 4. Membership

A Regional neurological society within Asia and Oceania are eligible to become a member of AOAN, recognizing that in most instances this will be national organizations.

Sec.1. Approval of applications for membership. Applications shall be submitted to the council of delegates. Approval of applications shall be made by 2/3 majority of the delegates during the council meetings.

Sec.2. Qualifications: Non-member neurological societies within the region.
Group of five or more qualified neurologists residing in a country without a neurological society.

Sec.3. Individual membership. Any qualified neurologists from countries without neurological societies or those from countries that do not belong to the region may apply for membership as Associate Member without voting rights.

Sec.4. List of members of regional societies. Member societies are requested to submit updated members together with their addresses, e-mail address, telephone numbers, fax numbers.

Sec.5. Termination of Membership. Membership shall be terminated by 2/3 majority of the delegates during the council meetings. Causes of termination are:

- a. Written resignation of the society from the AOAN.
- b. When neurological society ceases to exist.
- c. Non-payment of dues for 2 years until it is updated.
- d. When determined to be harmful to the AOAN.

Article 5. Asian and Oceanian Congress of Neurology

The Association shall aim to hold the Asian and Oceanian Congress once in every two years.

(Amended by 2010 AOAN AGM)

Se1. Selection of Hosting Privilege. The choice of the host to the next AOCN shall be made by simple majority votes of delegates during the council meeting at the current congress site.

Sec. 2. Bidding for the hosting of the next AOCN.

- a. Only member societies in good standing can bid for the right to host the congress.
- b. Formal submission of bids should be done one month before the congress.
- c. Standard bidding rules of the association are:

Regional Societies recognized as active members of the World Federation of Neurology and belonging to the Asia and Oceania region qualify to bid for the next congress.

A letter of intent to bid for the next congress signed by the current President of the respective neurological society should be submitted to the President of the AOCN **one month** before the congress date.

Supporting materials to the bidding such as brochures, souvenirs and other information items may be given to participating delegates at the start of the National Delegate Meeting.

Each bidder shall be given 5 minutes of oral presentation at the National Delegates Meeting. Slides and LCD projectors may be used upon advance request.

Selection of the winning bid shall be made by secret ballot and the Secretary General of the AOCN shall lead the counting of votes and official declaration of the winner.

Winning bidder shall be given a 5 minute opportunity to invite delegates during the closing ceremonies.

Formal transfer of the authority to host society shall be done at the closing ceremonies as well.

Sec. 3. Hosting of the AOCN.

- a. The host member society of the congress shall assume the responsibility of organizing the congress but with close consultation with the Governing Board of the Association.

- b. The President and Secretary of the previous congress will be members of the Board of Advisers to the next congress.
- c. The host member society shall remit to the AOAN a percentage of the net profit from the congress in favor of the AOAN. The amount shall not exceed 25% and will be determined at the time of voting for the next AOCN.

Sec.4. Participation of Member Societies. All members are encouraged to participate actively in the organization, the scientific activities and other programs of the congress.

Article 6. Management of the AOAN

Sec.1. Governing Council. The management of the AOAN will rest on the Governing Council which shall be composed of a delegate with voting rights and one observer without voting rights from each member neurological societies.

Sec. 2. Office Bearers. The National Delegates shall elect Office Bearers consisting of:

- a. President
- b. Vice-President
- c. Secretary-Treasurer

Sec. 3. Ex-officio member. The Immediate Past President shall sit in the Governing Council as ex-officio member.

Sec. 4. Term of Office. The term of office of the office bearers shall be 4 years.

Article 7. Election of Office Bearers.

Sec. Time and place. Election of Office Bearers shall be done every four years during the National
1. Delegates Meeting and shall coincide with the AOCN. The meeting shall be presided by the President or the VP in his absence or one of the members elected by the governing body.

Sec. 2. Nomination of Candidates for Office Bearers' position.

The President shall assign a *Nomination Committee* whose function is to accept nominations, assess qualifications of nominees, affirm interest of the nominees and submit the names of the candidates to the President for the formal announcement.

Any delegate member may submit nominees for the Office Bearers at least 2 months before the Council of Delegates Meeting. This should be accompanied by letters of consent from the nominees and endorsements from their respective societies.

The names of nominees and corresponding positions shall be sent to all member neurological societies at least 30 days before the Council of Delegates Meeting.

Sec. 3. Election Procedures.

Voting shall be done during the Delegates' Meeting and shall be presided by the Chairman of the Nomination Committee.

Voting by proxy shall be allowed provided that the President is Informed at least one week before the meeting.

Article 8. Rights, Powers and Duties of the Governing Council

The Governing Council (GC) should ensure the fulfillment of the AOAN Objectives.

Sec. 1. It is duty bound to maintain highest moral and ethical and legal standard of management of the association.

Sec.2. To achieve its objectives, it may raise and accept funds from membership fees, gifts, donations, endowments and other forms appropriate for the needs of the association.

Sec. 3. It may enter into agreements that will serve the interest of the AOAN.

Sec. 4. It may form appropriate committees or appoint individuals necessary for the proper management of the association.

ARTICLE 9. Duties of the Office Bearers

Sec. 1. President

- a. Shall preside over all the meetings of the Council
- b. Sign and execute all contracts or other instruments in the name of the AOAN after proper consultation with the Governing Council.
- c. Shall exercise a general supervision over the affairs of the Association.
- d. Shall represent the AOAN in the WFN and other appropriate and necessary international meetings.

Sec. 2. Vice President

a. Shall perform the duties of the President in case of the Presidents

- requests in his absence
- incapacitation

-resignation

b. Shall perform other duties as may be delegated to him by the President or the Governing Council.

Sec. 3. Secretary Treasurer

- a. Shall maintain and upgrade records of memberships and addresses.
- b. Shall record minutes of GC meetings and committee meetings.
- c. Shall collect all dues and monies for the AOAN.
- d. Shall maintain proper accounting and disbursement procedures.
- e. Shall submit annual membership and financial report to the GC.
- f. Shall communicate dates of meetings.

ARTICLE 10. Meetings

The Governing Council will meet at least once every two years to deliberate on the functions of the AOAN.

Sec.1. Place & Time. Meetings shall as much as possible coincide with annual meetings of any of its member societies. The last meeting shall coincide with the date and place of the AOCN.

Sec.2. Notice of Meetings. Notice of meetings in appropriate forms of communication shall be made at least 30 days from the date.

Sec.3. Electronic Meetings. If a meeting in person is not possible, the meeting may be conducted electronically, teleconference or by e-mail.

Sec. 4. Special Meetings. The President or 2/3 of the Governing Council may call for special meetings when deemed necessary.

Sec.5. Quorum. One third of the members shall constitute a quorum. If within half an hour from the time appointed for the meeting, a quorum is not present. The meeting shall stand adjourned for half an hour and if at such adjourned meeting a quorum is still not present, then the members present shall form the quorum.

Sec.6. Decisions. All decisions shall be taken by a simple majority of votes unless a two-thirds majority is required according to the constitution. In case of a tie, the President shall have the deciding vote.

Article 11 . Accounts.

The President and the Governing Council shall ensure transparent and strict accounting procedures in the handling of its finances.

Sec.1. Choice of Banks. The President and the Secretary-Treasurer upon approval of the Governing Council shall open accounts in appropriate banks.

Sec.2. Book of Accounts. The book of accounts shall be kept at the principal office of the association and shall be open to scrutiny during office hours.

Sec. 3. Investments. The President and the Secretary-Treasurer with the approval of 2/3 of the Governing Council may:

- a. Deposit appropriate funds to a high yield and safe bank instruments.
- b. The Governing Council upon careful deliberation and consultation with financial managers may invest to realize a profit for the organization.
- c. If dues for the AOAN cannot be remitted outside the country on account of changes in the laws of the country, the sum will be kept in the said country by the Neurological Society in a special account for the AOAN and shall be accounted properly by the host society.

aSec. Expenses. Annual Budget shall be approved by 2/3 of the Governing Council. Necessary expenses 4. outside of the allocated budget may be left to the discretion of the President and Secretary-Treasurer but the limit shall be determined by the Governing Council (Discretionary Funds). They are however required to properly account this in the annual financial report.

Sec.5 A firm of certified public accountants shall be appointed as Auditors of the Society. The Auditors shall audit each year's accounts. The financial year end of the Society shall be the 31st day of December.

Sec.6 In the event of the Society being dissolved, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity.

Article 12 . Membership Fees and Other Dues.

The membership fees will be \$0.50 cents (U.S) per member annually and should be paid on or before 31st of December.

Sec. 1. Adjustment of Membership Fees and other dues.

a. The Office Bearers may rationalize and propose to the Governing Council, adjustments to membership fees and other dues.

b. Approval of the proposed change of fees and dues shall require 2/3 of the Governing Council.

Sec.2. Arrears. Any Regional Societies in arrears of membership due shall lose the voting rights until settled. If arrears are not settled in 2 years, notice of suspension shall be given to society and will be automatically enforced one month after notice, if remained unsettled.

Sec.3. Suspension and reinstatement. National societies in arrears and suspension shall be automatically removed from membership after further one year. Settlement of arrears within this period will automatically restore active membership status.

Article 13. AOAN and WFN

The AOAN recognizes the role of the World Federation of Neurology as the international guiding body and will strongly support its aims and objectives. The AOAN will likewise regularly consult and inform the WFN of its regional activities. The AOAN will also actively participate in the WFN management, academic and scientific activities.

Article 14. Amendments to the Constitution

Any member of the Governing Council may propose amendments to the Constitution and Bylaws. The proposal must be submitted to the Secretary-Treasurer at least 3 months prior to the meeting the Governing Council where it will be referred to member societies for consideration and inclusion in the agenda.

Sec. 1. Approval of Amendments. Approval of the amendments requires 2/3 votes of the Governing Council.

Sec.2. Effectivity of Amendments. The Governing Council will also determine the effectivity of the amendments requiring 2/3 majority votes for approval.

Sec. 3. Special provision/s in the application of effectivity of amendments to the statute.

Duly recognizing the urgency of applying some of the amendments, the Governing Council upon approval of 2/3 of its majority may elect to forego time and physical constraints as required by the amended by laws. This is only applicable once after approval of the amended by laws.

Article 15 Prohibitions

Sec.1. Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

Sec.2. The funds of the Society shall not be used to pay the fines of members who have been convicted in a court of law.

Sec.3. The Society shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.

Sec.4. The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

Sec.5. The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.

Sec.6. The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

Article 16. Dissolution

Voluntary dissolution or fusion with a related organization can be decided upon by two-thirds majority vote by the Council at an extraordinary meeting called solely for this purpose.

Sec.1. Transfer of assets. Any assets of the organization shall in the event of its dissolution, be donated to non-profit organizations supporting the cause of neuroscience and with the same aims and objectives in the Asian and Oceania region. This shall be decided by majority vote in the council meeting

Sec.2. The Federation shall not be dissolved, except with the consent of not less than three-fifths ($\frac{3}{5}$) of the total voting membership of the Society for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.

Sec.3. In the event of the Federation being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Federation shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Assembly of Members may determine or donated to an approved charity or charities in Singapore.

Sec.4. Notice of dissolution of the Federation shall be given to the Registrar of Societies of Singapore within seven days of the dissolution.