

Appendix 5

ILAE Constitutions and Bylaws

Constitution for International League Against Epilepsy (1912)

[N.B. There is an English and a German version which are, however, not exactly the same. The English version is presented, and it is shown how the German version differs.]

1 The League intends by the cooperation of all countries, to make the epilepsy-problem the object of special study and to make practical use of the results of such study.

By papers, demonstrations and personal exchange of ideas the knowledge of the disease may be advanced, its deleterious effect diminished.

2 For representation and furthering its business affairs the League elects an international committee, consisting of a President, a Vice-President, a Secretary, two Assistant-Secretaries and a Treasurer. The election of the committee is to be at a general meeting and by majority.

(In the German version it also stipulated that the vote is secret.)

Publication, in order to have approval of the League, must be signed by the President or the Vice-President, and the Secretary or, if delegated by the latter, by an Assistant-Secretary.

3 In addition to the international committee there should be appointed in all civilised countries a national committee that should further in its own domain the purposes of the League.

(In the German version it also stipulates that the national committees should perform the same inquiries as the League.)

In the international committee only members of the national committees can be elected. Every 3 years there shall be an election of the members of the international committee.

(This last sentence 'Every ... committee.' is replaced in the German version by a separate article VII: 'Every three years

the two Presidents (President and Vice-President) and the Assistant-Secretaries will step down. However, they can be re-elected.')

4 Any person, who is interested either scientifically or practically in the work of the League, can become a member of the League.

5 Who wishes to become a member of the League, should inform the secretary of the national committee, such names than being passed upon by the respective national committees.

(In the German text the national committee hands a list of the candidate members to the international committee. Ultimately, the General Assembly votes on the admission of each individual, which will occur when 4/5 of the votes cast either by oral or written ballot are in favour.)

6 The annual dues of each member shall be 5 dollars, 20 shillings or the corresponding amount of other countries paid in advance.

(In the German version 10 marks.)

The members receive the organ of the League (the quarterly periodical: *Epilepsia*, the first number of the fourth volume of which will be issued January 1913) free of charge at home.

(The German version adds: 'If someone, notwithstanding repeated exhortation does not pay his annual dues, the President may propose his disaffiliation to the General Assembly.')

(This last sentence 'Every ... committee' is replaced in the German version by a separate Article VII: 'Every three years the two Presidents (President and Vice-President) and the Assistant-Secretaries will step down. However, they can be re-elected.')

7 The League may elect honorary members, whose names shall be submitted by the respective national committees to the Secretary of the League. The names of such

persons, if approved by the international committee, are submitted to the next regular meeting, 4/5 of the votes being required.

8 There shall be a meeting of the international committee immediately previous to each regular meeting of the League. Only those members present at each meeting shall have the right to vote, at least three being necessary for a quorum.

(The German version adds: 'If there is a tie the President has a casting vote.')

In the absence of a regular meeting of the international committee the President or Vice-Presidents, if acting as President, with the Secretary shall have power to obtain a decision on urgent matters by correspondence with the members.

(In the German version only the President is named.)

In such instances such matters shall be presented to the next regular meeting of the League.

9 The President of the League shall at the first session of each regular meeting appoint a committee of at least three members, who shall receive invitations regarding the place of the next meeting. This committee has to report at the next session of the same regular meeting. As soon as the place of the next meeting is decided upon, the President shall then appoint a programme committee of at least three members, who shall be responsible for the preparation of the programme for the next regular meeting of the League. The chairman of that committee shall be member of the national committee of the country in which the next general meeting is to be held.

(Instead of this article the German version has a rather different content: 'In the meeting of the board (= international committee) prior to the General Assembly a decision is taken about the Agenda and Order of the General Assembly as prepared by the President.')

10 At each regular meeting of the League the international committee shall present a report in regard to the business transacted by them since the last regular meeting. In the general meeting 12 members shall form a quorum.

(The text of this article is also rather different in the German version: 'The General Assembly takes decisions about the submitted propositions and documents, about the place and time of the next meeting and carries out the necessary elections. In the general meeting 12 members shall form a quorum. At the conclusion of the business meeting the scientific presentations will take place which have been scheduled, as far as they have not been presented in the sessions of the ongoing Congress.')

11 Persons, wishing to present papers or other matter, shall submit at least 3 months before the regular meeting the titles to the secretary of the respective national committee, sufficiently early, so that he may submit the same to the chairman of the programme committee at least 2 months before the next regular meeting.

(In the German version the time of submission is such that they can be sent to the President of the ILAE [and not the chairman of the organising committee] 4 weeks before the General Assembly.

Also, the German version stipulates that: 'Urgent proposals may also be submitted in writing during the General Assembly provided that these are supported by at least eight members. Whether the matter is urgent will be decided by the General Assembly.')

12 The general secretary and the assistant secretary of the permanent commission for the international medical congresses shall be non-voting members of the international committee of the League.

Epilepsia, 1st Series, Vol. 2 (4), 1910, p. 321–323 (German version).

Epilepsia, 1st Series, Vol. 3 (3), 1911, p. 317–319 (English version).

[NB. The announcement of the German version of the constitution says that it has to be ratified in Zurich, September 1911; however, there is confirmation inter alia from the annual report of the Schweizerische Anstalt für Epileptische that 1912 is the correct date.]

Constitution for International League Against Epilepsy (1939)

Article I. Name and object

This organisation shall be known as the International League Against Epilepsy. Its object is to coordinate the activities of those who are interested in the better care and treatment of epileptics, and to stimulate interest in the social and scientific aspects of the disease.

Article II. Membership and dues

The primary consideration for membership is an active interest in the objectives of the League. In countries which contain a branch organisation membership in this branch automatically carries membership in the International League. Members who reside in countries without a branch carry membership in the League directly. Membership

lapses automatically with the non-payment of dues. The dues shall be such as the members or the officers from time to time may fix. In countries with an organised branch a portion of the membership fees may be retained for the use of a branch. Non-medical persons may be associate members of a branch or may form a separate Laymen's League at the discretion of each branch.

Article III. Officers

The officers shall be President, Vice-President, Treasurer, General Secretary and Editor of *Epilepsia*. Two offices may be combined. Officers shall be elected at the time of the international meetings. The nominating committee shall be appointed by the President after consultation with other officers. In the case of death or resignation of an officer the remaining officers shall appoint a member to fill the vacancy. Each branch of the League shall elect one of its members to serve as a national Vice-President of the international body.

Article IV. Meetings

The League shall hold meetings at a time and place to be designated by the officers. Any number present at the appointed time shall constitute a quorum for the transaction of business. Matters which the officers consider sufficiently important may be voted on by mail.

Constitution for International League Against Epilepsy ratified at Lisbon, 8 September 1953

Article I. Name

The name of this international organisation shall be the International League Against Epilepsy (hereinafter called 'the League').

Article II. Object

The object of the League shall be the advancement and dissemination, in all countries, of knowledge concerning the epilepsies in every field, the encouraging of research into the cause and cure of the epilepsies and the promotion of better treatment and care for persons suffering from these diseases.

Article III. Head office

The head office of the League shall be where the Secretary-General resides; for the first period of 4 years at Heemstede, Holland.

Article IV. Membership

The membership in the League shall be by membership in national organisations primarily devoted to the problems of epilepsy, which shall be known as branches of the League and, in countries where no such national organisation exists, by direct application to the League and approval by the majority of the General Assembly.

The national branches should be primarily medical organisations, which may include in their membership laymen interested in the problems of epilepsy. The national organisations shall be voted into the League as branches upon the approval of the executive committee and a majority vote of approval of the General Assembly.

Article V. Methods of working

The methods of working shall consist in:

- 1 The establishment, in all countries, of branches of the League.
- 2 The establishment and maintenance of an efficient cooperation with international institutions active in the field of public health and social care.
- 3 The publication and distribution of a journal called *Epilepsia*.
- 4 The maintenance of a Secretariat-General, to which all national branches shall contribute.
- 5 The organisation of a meeting of the General Assembly, at least once in 4 years, at the time and place of the International Neurological Congress.
- 6 Any other methods consistent with the objectives of the League.

Article VI. Administration

The League shall be administered by a General Assembly, a Committee and an Executive Committee.

The **General Assembly** shall be composed of the members of the various national branches and of the League.

The **Committee** shall consist of the officers. The officers of the League shall consist of:

- 1 A President who shall preside at all meetings, and appoint all special committees.
- 2 A President-elect.
- 3 Two Vice-Presidents, who shall assume the duties of the President in his absence in order of seniority.
- 4 A Secretary-General.
- 5 A Treasurer.
- 6 An Editor of the journal *Epilepsia*.
- 7 Chapter Vice-Presidents who are the accredited representatives of their national branches.

The Executive Committee shall be composed of the President, the President-Elect, the two Vice-Presidents, the Secretary-General, the Treasurer and the Editor of *Epilepsia*.

During the meeting of the General Assembly the officers (except the Chapter Vice-Presidents) shall be elected for a period of 4 years by a majority of the votes cast by the national branches through their Chapter Vice-Presidents. The number of votes which each national branch may cast shall be dependent on the number of members in good standing of its organisation: one vote for every 100 members or fraction thereof, with a maximum of four.

A list of candidates for office shall be submitted by the Executive Committee. The national branches may nominate additional candidates through their Chapter Vice-Presidents. The Chapter Vice-Presidents shall be designated by their national branches. The officers shall retire after 4 years' service. The Secretary-General and the Editor of the journal *Epilepsia* shall serve two terms and after that be re-eligible.

Article VII. Meeting of the General Assembly

The General Assembly shall meet at the place and about the time of the International Neurological Congress.

Each meeting of the General Assembly shall consist of:

- 1 A scientific programme, dealing with the problems of epilepsy.
- 2 A business meeting with an agenda as follows:
 - Report by the Secretary-General
 - Report by the Treasurer
 - Reports by the Chapter Vice-Presidents
 - Budget of the following fiscal years
 - Election of the officers according to the rules fixed in Article VI.
- 3 Any other meetings deemed advisable at that particular time.

Article VIII. Meeting of the Committee

The Committee shall meet at the same place and date as the General Assembly. It may be convened at any time upon the written request of three of its members and upon notice given by the Secretary-General at least a month in advance of the scheduled meeting.

Article IX. Meetings of the Executive Committee

The Executive Committee shall meet as often as deemed necessary.

Article X. Official languages

The official languages of the League shall be English and French, and all matters of business shall have a translation into the other language, if not of the whole text, of, at least, a summary. The speakers, however, shall have the right to speak in the language of their choice, providing they supply a translation in one of the two official languages.

Article XI. Dues

Each branch shall pay to the International League one-third of the sum collected from the dues of its members.

Individual members shall pay an annual due of \$5.00 direct to the Treasurer of the League. Membership shall lapse automatically if the dues for a particular calendar year have not been paid by the end of the year following.

The dues shall be used to further the objectives of the League as authorised by the Committee.

Article XII. Special Committees

Special Committees, in unlimited numbers, may be appointed by the President of the League and ratified by the Executive Committee. The Special Committees may act as such through commissions or representatives duly appointed.

Article XIII. Amendment of Constitution

The present Constitution may be amended by a two-third vote of the General Assembly.

Amendments may be initiated by the Committee, Executive Committee, or any 20 members of the General Assembly. Due notice of such amendments shall be given to all members by the Secretary-General at least 1 month before the meeting of the General Assembly.

International League Against Epilepsy Constitution (1973)¹

Article I. Name

The name of this international organisation, founded on 30 August 1909, in Budapest, is the International League Against Epilepsy (hereinafter called 'the League').

Article II. Re-organisation

The League is re-organised as of 9 September 1973, upon adoption of this Constitution.

¹ This revision adopted September 1973, Barcelona.

Article III. Objectives

The objectives of the League are:

- 1 The advancement and dissemination throughout the world of knowledge concerning the epilepsies.
- 2 The encouragement of research concerning the epilepsies.
- 3 The promotion of prevention, diagnosis, treatment and care for all persons suffering from these disorders.
- 4 The improvement of education and training in the field of the epilepsies.

Article IV. Methods

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

- 1 Encourage the establishment and maintenance of national societies which will be the national members of the League (hereinafter designated 'Chapters').
- 2 Seek to establish and maintain effective cooperation with other international organisations active in the field of the medical sciences, public health, and social care, who are, or may become, concerned with problems related to the epilepsies.
- 3 Promote publications concerning the epilepsies and arrange for the publication of the journal of the League, *Epilepsia*.
- 4 Organise or sponsor international congresses, symposia, or other meetings, in particular the International Congress of the League, to be held at the time and place as prescribed in the Bylaws.
- 5 Appoint special commissions or individuals for the purpose of studying specified problems related to the aims of the League and making recommendations for implementation of specific activities.
- 6 Develop and apply other methods consistent with the objectives of the League.

Article V. Legal status

- 1 The League is an incorporated, non-profit international organisation constituted in accordance with law.
- 2 The League is non-political and non-sectarian.
- 3 The Headquarters of the League shall be the office of the Secretary-General.

Article VI. Membership

- 1 Membership in the League shall be by membership in national professional organisations devoted primarily to

the problems of the epilepsies. These national organisations shall be known as Chapters of the International League Against Epilepsy. For the time during which there is not yet a Chapter in a given country, an individual from that country who is not a member of another Chapter may become a member of the League by direct application to the Secretary-General and approval by the Executive Committee.

2 There shall be only one Chapter in each country. When there is more than one eligible organisation in a country, the Executive Committee shall recommend for membership that organisation which, in its opinion, can best accomplish the objectives of the League.

3 The Chapters shall be voted into the League upon the approval of the Executive Committee and a two-thirds vote of approval by the General Assembly. Pending approval by the General Assembly, a national organisation may be provisionally admitted to the League by decision of the Executive Committee.

4 By applying for membership, a national society agrees to fulfil all obligations of Chapters as stated in this Constitution and Bylaws. National Chapters are autonomous societies, but their Constitutions must not contain articles inconsistent with the Constitution of the League.

5 Membership becomes effective only when the applicant has paid to the Treasurer the first annual dues.

6 A Chapter may withdraw from membership provided it gives notice in writing to the Secretary-General 6 months before the end of the fiscal year. The Chapter will be responsible for the payment of all dues up to the date on which the withdrawal takes effect.

7 On recommendation of the Executive Committee, membership may be terminated by the General Assembly with a two-thirds majority vote if the Chapter fails to pay its annual dues or if, for any other reason, it no longer fulfils the stated requirements for membership.

Article VII. Administration

The League shall be administered by the Executive Committee, the Council and the General Assembly.

Article VIII. The Executive Committee

- 1 The Executive Committee shall consist of the officers, the immediate past-President, the Editor-in-chief of *Epilepsia*, and the President and Secretary-General of the International Bureau for Epilepsy (hereinafter called the 'Bureau'). It shall conduct the affairs of the League, subject to ratification by the Council and General Assembly (Articles IX-2, X-2).

2 The Officers shall be a President, a first Vice-President, a second Vice-President, a Treasurer and a Secretary-General. They shall be nominated by a Nominating Committee, appointed by the Executive Committee. After approval by the Executive Committee, this slate shall be presented to the General Assembly for election. Other candidates may be presented by Chapters through their Chapter Vice-Presidents.

3 The Editor-in-chief of *Epilepsia* shall be responsible for editing *Epilepsia* in accordance with the general policies established by the Executive Committee. He shall be appointed by the Executive Committee, subject to ratification by the Council.

4 The term of office of the Executive Committee is the fiscal period, ordinarily from the end of one International Congress of the League to the end of the next. The President and the immediate Past-President shall serve one term. The Vice-Presidents and the Secretary-General may be re-elected for one additional term. The Editor-in-Chief of *Epilepsia* shall be appointed by the Executive Committee and may be reappointed at the end of each term. His appointment may be terminated at any time, subject to ratification by the Council. Should any vacancy in the Executive Committee occur, it shall be filled by the Executive Committee, subject to ratification by the Council.

5 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 by mail.

6 The Executive Committee shall have the power to formulate at any time Bylaws not in conflict with the Constitution, subject to ratification by the Council.

Article IX. The Council

1 The Council shall consist of the members of the Executive Committee plus one delegate from each Chapter, such delegate to be designated by the Chapter in accordance with its Constitution and to be designated its Chapter Delegate (or Vice-President).

2 The Council shall be advisory to the Executive Committee in the formulation of policy. It shall be called upon to ratify new Bylaws submitted by the Executive Committee and shall approve the appointment or termination of appointment of the Editor-in-Chief of *Epilepsia*. If necessary in the period between two General Assemblies, it shall approve other major decisions as submitted by the Executive Committee or Chapters and which are ordinarily under the jurisdiction of the General Assembly.

3 The affairs of the Council will ordinarily be carried out by mail, but it may be convened for important and urgent matters by the Executive Committee, or at the request of at least 25% of the Chapter Delegates. A notice of at least 90 days must be given before a proposed meeting.

Article X. The General Assembly

1 The General Assembly shall be convened during each International Congress of the League. Its membership shall consist of the Council and, for each Chapter, of additional delegates so that the total number of delegates is equal to the number of votes of the Chapter. A written list of the delegates of each Chapter must be submitted in advance to the Secretary-General of the League by the Secretary of each Chapter. Should the number of delegates present at a meeting be fewer than those allocated to a Chapter, the Chapter Delegate (Vice-President) shall cast the additional votes.

2 The General Assembly shall receive and consider for vote of approval, the reports of the Secretary-General, the Treasurer, the Editor-in-Chief of *Epilepsia*, and chairmen of Committees and Commissions.

3 It shall vote on proposals submitted to it by the Executive Committee.

4 It shall approve the admission of new Chapters or the termination of membership of a Chapter (VI-3, 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 Chapters, and by individual members.

6 It shall elect the new officers for the next fiscal period after submission of a proposed slate by the Executive Committee and any other nominations submitted by Chapter Delegates.

7 It shall set the time and place of the next Congress, after recommendation by the Executive Committee.

8 All members of Chapters and individual members may attend the General Assembly, but only members of the Assembly may speak and vote. Exceptionally, the presiding officer, with the approval of the General Assembly, may invite a non-member of the Assembly to speak, but not to vote.

Article XI. *Epilepsia*

1 The Editorial Board of *Epilepsia* shall consist of the Executive Committee and Regional Editors appointed by the Committee.

2 The Editorial Board shall appoint Editors. The term of office for all Editors is 4 years and appointment expires automatically. Any Editor may be re-appointed.

3 The Executive Committee shall approve all contracts related to the publication of *Epilepsia*.

Article XII. Dues

1 Each Chapter shall pay to the League, before April 1 of each year, the annual dues which shall be proportional to the number of members, and shall be fixed for each fiscal period by the General Assembly.

2 To this purpose, the Secretary of each Chapter shall send to the Secretariat of the League, in January of each year, a list of the members of the Chapter.

3 Individual members shall pay an annual amount to the Treasurer of the League, this amount also to be fixed by the General Assembly.

4 The League 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 or value.

5 The assets of the League shall be used to further the objectives of the League as authorised by the Executive Committee.

6 No portion of the assets of the League shall be paid directly or indirectly to any Officer or any member of the League or its Chapters except for payment of expenses made in the interest of the League.

7 Proper books of account shall be kept by the Treasurer, and they shall be certified by a qualified auditor at the end of each fiscal period.

Article XIII. Special Commissions

1 Special Commissions in unlimited number may be appointed by the President of the League as recommended by the Executive Committee. The President and Secretary-General of the League shall be ex officio members of each Special Commission.

2 No expenses shall be incurred by a Commission on behalf of the League without consent of the Executive Committee.

Article XIV. International Bureau for Epilepsy

1 The International Bureau for Epilepsy (hereinafter called the 'Bureau') shall serve, for the League, as its agency for social aspects of the epilepsies and shall be a medium for contact with lay organisations devoted to these prob-

lems. The Bureau shall operate under the provisions of its own Constitution and Bylaws.

2 The Secretary-General of the League shall be a Vice-President of the Bureau, and the President or his delegate shall be an officer ex officio of the Bureau.

3 The President and the Secretary-General of the Bureau shall be members of the Executive Committee of the League.

4 The Executive Committee of the League shall be the Professional Advisory Board of the Bureau. The Bureau shall have the option of appointing an additional three professional members with special expertise in the social aspects of the epilepsies.

5 This Article shall become effective only when the necessary provisions are incorporated into the Constitution of the Bureau.

Article XV. Dissolution or amalgamation

1 The League 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.

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

Article XVI. Amendments

The present Constitution may be amended by a two-thirds majority of the General Assembly. Amendments may be initiated by the Executive Committee or by 25% of the Chapter Delegates (Vice-Presidents). Such amendments must be submitted to the Secretary-General at least 90 days before the next General Assembly, and due notice of such amendments shall be given to all Chapters by the Secretary-General at least 60 days before the meeting of the General Assembly.

International League Against Epilepsy Bylaws (1973)²

The Executive Committee is empowered by the Constitution (Article VIII-6) to draw up such Bylaws as are necessary to achieve the objectives of the League, subject

² This revision adopted September 1973, Barcelona.

to their not being in conflict with the Constitution and to their ratification by the Council.

The Secretary-General shall keep a book containing the current Bylaws, in which all modifications are entered as they are made.

I. Chapters

The Chapter in each country should be a professional, primarily medical, organisation whose principal concern is with the problems of epilepsy. In some countries the appropriate organisation has a mixed professional and lay membership. Such an organisation may be the national Chapter, but only professional members may serve as Chapter Delegates (Vice-Presidents). If no appropriate autonomous medical or medical-lay organisation exists, the national Chapter may be the section on epilepsy of a neurological society or the section on neurology of a general medical society.

II. Duties of officers

1 The President shall preside at meetings of the Executive Committee, the Council and the General Assembly, and shall appoint special committees and commissions.

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-General shall conduct the affairs of the League under the direction of the Executive Committee.

4 The Treasurer shall administer the accounts of the League.

III. The Council

Unless otherwise indicated, matters brought before the Council shall be decided by majority vote of those responding to mail ballot, or attending an official meeting. The number of votes accorded to each Delegate shall depend on the number of professional members in good standing in his Chapter; one vote for every 100 members. An additional vote shall be due for a fraction exceeding 50. There shall be a maximum of four votes for any Chapter.

IV. *Epilepsia*

1 The Editorial Board shall advise the Editors on matters of general policy and arbitrate on matters referred to it by the Editors, but shall leave the day-to-day conduct of the

journal entirely to the Editor-in-Chief and the Regional Editors, working with the publisher.

2 The Executive Committee shall approve or terminate any contract with a publisher, decide on subscription price, format, frequency of appearance, number of pages and so forth. It shall approve the publication of other than the usual manuscripts, such as supplements, proceedings, and translations of summaries. It shall determine the budget of *Epilepsia*.

3 The Editor-in-Chief shall take all steps necessary to fulfil the aims of the League through its journal *Epilepsia*. He shall conduct the day-to-day business of the journal in conjunction with the Regional Editors and the publisher, and shall have final responsibility for the acceptance or rejection of manuscripts. He may call a meeting of the Editorial Board in special situations. He may recommend a budget for *Epilepsia* on request of the Executive Committee and shall render a detailed account of expenses incurred.

V. Special Commissions

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 General Assembly, but it may be renewed in the same or a revised composition by the new President of the League.

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.

VI. Meetings

1 The International Congress of the League shall be held ordinarily each 4 years at about the time and at or near the place of the International Congress of Neurology. When deemed advisable by the General Assembly, another time or place may be chosen.

2 The International Congress shall include a meeting of the General Assembly for conduct of the business of the League, and a scientific session.

3 The League may sponsor or support, wholly or in part, other meetings relevant to its objectives. Such a meeting shall not be designated an International Congress of the League.

VII. Fiscal period

The fiscal period ordinarily shall extend from the adjournment of one General Assembly to the adjournment of the

next. Under unusual circumstances, this may be changed by the Executive Committee, but it shall not be shorter than 3 years, nor longer than 5 years.

International League Against Epilepsy Constitution (1985)³

In 1985 various changes in the Constitution were ratified by the General Assembly. Only those articles that were changed in regard to the 1973 Constitution will be reproduced here.

The Bylaws of 1973 and 1985 are exactly the same.

Article VIII. The Executive Committee

- 1 (not changed)
- 2 The Officers shall be a President, a First Vice-President, a Second Vice-President, a Treasurer, and a Secretary-General. The Executive Committee is to appoint a Nominating Committee which is to conduct the election procedure in two stages. The Nominating Committee shall request each Chapter to nominate one candidate for President irrespective of nationality or geography, and then the Nominating Committee shall choose three candidates by a plurality of votes (preliminary voting). Should two or more candidates receive equal votes, the Committee has the final choice. After ascertaining the willingness of the candidate to serve, the Committee shall submit the slate to each Chapter and each Chapter will be requested to vote (each Chapter has 1–4 votes depending on the number of members in good standing). This mail ballot represents the final voting process. In case of a tie, the vote shall be repeated. Following completion of the Presidential election the Nominating Committee shall request each Chapter to submit four names en bloc as candidates for First Vice-President, Second Vice-President, Treasurer and Secretary-General, thus formulating a total of 12 candidates based on a plurality on the basis of preliminary voting. Having received a letter of acceptance from each candidate, the Committee shall then submit the slate to each Chapter for voting by mail. Each Chapter has 1–4 votes depending on the number of members in good standing. If two or more candidates obtain the same number of votes either in the preliminary

or in the final voting, the Nominating Committee shall have the right to determine the final choice.

- 3 (not changed)
- 4 (not changed)
- 5 (not changed)
- 6 (not changed)

Article IX. The Council

[N.B. Although Article IX has remained exactly the same, this is inconsistent with a slight change made in Article X-1. In this paragraph, in 1985, the word Vice-President has been removed ('the Chapter Delegate [Vice-President] shall cast the additional votes'). While this change was intended to prevent the misunderstanding that the Chapter Delegate was automatically a Vice-President of the ILAE executive, it was neglected to remove this word from Article IX-1. The synonym Vice-President for Chapter Delegate was removed from Article XVI.]

Article XI. Epilepsia

- 1 The Editorial Advisory Board of *Epilepsia* shall consist of the Executive Committee.
- 2 The Editorial Advisory Board shall appoint the Editor-in-Chief. The term of office for the Editor-in-Chief is 4 years and appointment expires automatically. The Editor-in-Chief may be re-appointed.
- 3 The Editorial Board shall consist of editors appointed by the Editor-in-Chief. The term of office of the editors is usually 4 years and appointment expires automatically. Any editor may be re-appointed.
- 4 The Editorial Advisory Board shall approve all contracts related to the publication of *Epilepsia*.

International League Against Epilepsy Constitution (1997)⁴

[N.B. In this Constitution, there are again some changes of content and some of formulation. Throughout, reference to 'The Council' has been eliminated. All tasks allocated to the former Council are taken care of by the General Assembly. The former Article IX dealing with the Council has been eliminated and the numbering has shifted accordingly. As International Congresses are now biennial, the fiscal period is redefined as a period of 4 years.]

³ This revision adopted September 1985, Hamburg.

⁴ This revision adopted July 1997, Dublin.

Article I. Name

(not changed)

Article II. Re-organisation

The League is re-organised as of July 1997, upon adoption of this Constitution.

Article III. Objectives

(not changed)

Article IV. Methods

(The part of paragraph 3 in italics was added for the 1997 Constitution.)

3 Promote publications concerning the epilepsies and arrange for the publication of the journal of the League, *Epilepsia*, and other League educational and informational materials.

Article V. Legal status

(Paragraph 3 abandons the requirement that the Headquarters be at the office of the Secretary-General.)

3 The location of the League's Executive Office will be decided upon every 4 years by the Executive Committee.

Article VI. Membership

(Paragraph 1 has been substantially changed.)

1 Membership in the League shall be by membership in national professional organisations composed of members who are professionals in the field of patient care or research in epilepsy and whose principal concern is with the problems of epilepsy. It is strongly urged that each member country develop both an ILAE and an IBE Chapter. There must be valid reasons for exemptions from this recommendation which would result in a mixed professional and lay membership for a period of time and only professional members of a mixed organisation constitute the basis of dues and votes and can serve as Chapter delegates of ILAE.

The minimum membership of a Chapter is 9 professionals which is deemed to be the minimum number that would allow the required rotation of President, Secretary-General and Treasurer.

2 (not changed)

3 (The part in italics has been added.)

The Chapters shall be voted into the League upon the approval of the Executive Committee and a two-thirds vote of approval by the General Assembly. Pending approval

by the General Assembly, a national organisation may be provisionally admitted to the League by decision of the Executive Committee *which will entitle the national Chapter to all rights of membership except the right of vote.*

4 (not changed)

5 (not changed)

6 (This paragraph 6 has been inserted.)

The Secretary of each Chapter shall send to the Secretary-General of the League in January of each year an update of names and addresses of each of its members as of December 31 of the previous year.

7 (= former paragraph 6, has been shortened.)

A Chapter may withdraw from membership by giving notice in writing to the Secretary-General.

8 (The text of the former paragraph 7 has been retained.)

Article VII. Administration

(not changed)

Article VIII. The Executive Committee

1 (There is a change in wording, and reference to the Council has been eliminated.)

The Executive Committee shall consist of the Officers of the League, the President and Secretary-General of the International Bureau for Epilepsy (hereinafter called the 'Bureau') and the Editor-in-Chief of *Epilepsia*. The Executive Committee shall conduct the affairs of the League subject to ratification by the General Assembly.

2 (The ranking of the Vice-Presidents is taken out. It is stipulated that the Nominating Committee as far as they have influence on the election process [which is only in the case of ties] should regard the geographic distribution of the Executive Committee. The part in italic is changed with respect to the previous Constitution.)

The Officers shall be a President, a Past-President, a Secretary-General and a Treasurer. In addition, there will be two Vice-Presidents. The Nominating Committee should regard the geographic distribution of the Executive Committee members when proposing a slate of officers. The Executive Committee is to appoint a Nominating Committee which is to conduct the election procedure in two stages. The Nominating Committee shall request each Chapter to nominate one candidate for President irrespective of nationality or geography, and then the Nominating Committee shall choose three candidates by a plurality of votes (preliminary voting). Should two or more candidates receive equal votes, the Committee has

the final choice. After ascertaining the willingness of the candidate to serve, the Committee shall submit the slate to each Chapter and each Chapter will be requested to vote (each Chapter has 1–4 votes depending on the number of members in good standing). This mail ballot represents the final voting process. In case of a tie, the vote shall be repeated. Following completion of the Presidential election the Nominating Committee shall request each Chapter to submit four names en bloc as candidates for First Vice-President, Second Vice-President, Treasurer and Secretary-General, thus formulating a total of 12 candidates based on a plurality on the basis of preliminary voting. Having received a letter of acceptance from each candidate, the Committee shall then submit the slate to each Chapter for voting by mail. Each Chapter has 1–4 votes depending on the number of members in good standing. If two or more candidates obtain the same number of votes either in the preliminary or in the final voting, the Nominating Committee shall have the right to determine the final choice. *The Nominating Committee will, with the advice and consent of the President-Elect, appoint the Secretary-General, the Treasurer and two Vice-Presidents from the newly elected slate which must be approved by the General Assembly.*

3 (not changed)

4 The term of officers of the Executive Committee is the fiscal period, which is 4 years. The President and the immediate Past-President shall serve one term, the Vice-Presidents, the Secretary-General and *the Treasurer* may be re-elected for one additional term. The Editor-in-Chief of *Epilepsia* shall be appointed by the Executive Committee and may be reappointed *for a maximum of three terms*. His appointment may be terminated at any time, subject to ratification by the General Assembly. Should any vacancy in the Executive Committee occur, it shall be filled by the Executive Committee, subject to ratification by the General Assembly.

5 (This is a new paragraph.)

No person may occupy a seat on the Executive Committee for a period exceeding a maximum of 16 years.

6 (not changed = former § 5)

(= former § 6) 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 IX. The General Assembly

1 (This paragraph has been shortened.)

The General Assembly shall be convened during each International Congress of the League. Its membership shall consist of the official delegate of each Chapter who carries the total number of votes of that Chapter.

2 (not changed)

3 (not changed)

4 (not changed)

5 (not changed)

6 (This paragraph has been inserted to take care of a function of the former Council. It has replaced the former paragraph 6 as apparently it was considered that approval of the elected slate of officers is covered by paragraph 3.)

Between meetings of the General Assembly, should urgent business arise requiring General Assembly action, this shall be carried out by mail as determined by the Executive Committee.

7 (not changed)

8 *Meetings of the General Assembly are open unless a number exceeding 10% of the delegates present requests the Chair to close the meeting to observers. Only delegates may speak and vote.* Exceptionally, the presiding officer, with the approval of the General Assembly, may invite a non-delegate to speak, but not to vote.

Article X. Epilepsia

1 (not changed)

2 (In the previous paragraph the congruence of the Executive Committee and the Editorial Advisory Board was established. In the previous Constitution the latter term was used in subsequent paragraphs. In this Constitution it is the former term which is chosen.)

The Executive Committee shall appoint the Editor-in-Chief. The term of office for the Editor-in-Chief is 4 years and appointment expires automatically. The Editor-in-Chief may be re-appointed though the maximum term is 12 years.

3 (not changed)

4 (not changed)

5 (This is a new paragraph.)

All financial responsibilities of *Epilepsia* reside with the Treasurer and the Executive Committee of the League.

Article XI. Dues

1 Each Chapter shall pay to the League, before April 1 of each year, the annual dues which shall be proportional to the number of members *as of December 31 of the previous*

year, and shall be fixed for each fiscal period by the General Assembly.

(The former paragraph 2 has been removed as its contents were taken care of by the new Article VI, paragraph 6.)

(Also paragraph 3, which dealt with individual members, who do not exist any more, has been removed. The numbering of this, the former paragraph 4 and the next paragraphs have changed accordingly.)

2 (not changed = former § 4)

3 (not changed = former § 5)

4 (not changed = former § 6)

5 (= former § 7) Proper books of account shall be kept by the Treasurer, and they shall be certified by a qualified auditor at the end of each *fiscal year*.

Article XII. Special Commissions

1 (not changed)

2 (not changed)

3 Annual budgets and financial reports of the Commissions must be approved by the Executive Committee.

Article XIII. International Bureau for Epilepsy

1 (not changed)

2 (The wording has changed; furthermore, the President can not be replaced by a delegate.)

The President and the Secretary-General of the League shall be *ex officio* members of the Bureau Executive Committee.

3 The President and the Secretary-General of the Bureau shall be *ex officio* members of the Executive Committee of the League.

4 (removed)

5 (removed)

Article XIV. Dissolution or amalgamation

(not changed)

Article XV. Amendments

(not changed)

International League Against Epilepsy Bylaws (1997)⁵

The preamble has not changed.

The first Bylaw discussing the criteria for Chapters has been removed.

I. Duties of officers

1 (not changed)

2 (This is a new paragraph.)

The President, Secretary-General and Treasurer shall act as Management Committee in between meetings of the Executive Committee. Their actions shall be subject to ratification by the Executive Committee.

3 (not changed = former § 2)

4 (not changed = former § 3)

5 (not changed = former § 4)

II. The General Assembly

(Not changed, except replacement of the term ‘Council’ by ‘General Assembly’.)

Unless otherwise indicated, matters brought before the General Assembly shall be decided by majority of vote of those attending an official meeting. The number of votes accorded to each Delegate shall depend on the number of professional members in good standing in his Chapter; one vote for every 100 members. An additional vote shall be due for a fraction exceeding 50. There shall be a maximum of four votes for any Chapter.

III. Epilepsia

1 (not changed)

2 (Not changed, except for replacing the term ‘the Editorial Advisory Committee’ by its equivalent the ‘Executive Committee’).

3 (not changed)

IV. Special Commissions

1 Each Commission shall have a Chair appointed by the President. The Chair allocates the functions of the Commission, a Secretary and a Treasurer, and shall receive and acknowledge written instructions.

2 (not changed)

3 (Not changed, except for ‘Chair’ instead of ‘Chairman’.)

V. Meetings

1 (The change abandons the relation with the World Congress of Neurology.)

The International Congress of the League shall be held ordinarily every 2 years, in conjunction with the Bureau.

⁵ This revision adopted July 1997, Dublin.

2 (The former paragraph 2 has been removed.)
The text of the former § 3 (now § 2) has not changed.

VI. Dues payments

(This is a new Bylaw.)

The Constitution of the ILAE stipulates that the Secretary of each Chapter send to the Secretariat of the League, in January of each year, a list of the members of the Chapter as of December 31 of the previous year. Each Chapter will then receive an invoice for dues from the Treasurer of the League, based on Chapter memberships, payable by April first of that year. The current rate of payment is US\$3.00 per member. As per Constitution (Article VI, sub 8), this shall be interpreted with regard to non-payment of dues as follows: 'If a Chapter fails to pay for the first time, the Treasurer shall request an explanation and present the case at the next meeting of the Executive Committee. When a Chapter fails to pay its annual dues twice (consecutively) without the written consent of the Executive Committee, the Chapter will be proposed to the General Assembly for disaffiliation.'

VII. Cooperation with the International Bureau for Epilepsy

(The former Bylaw VII dealt with the definition of the Fiscal Period has been removed. The present Bylaw VII is new.)

- 1 Each League Chapter shall cooperate with the national Chapter of the Bureau to ensure maximum efficiency in promoting quality of life for people with epilepsy.
- 2 Each League Chapter shall promote the establishment and/or assist in establishing a Chapter of the Bureau, if such a Chapter does not exist.

International League Against Epilepsy Constitution (2005)

Article I. Name

The name of this international organisation, founded on August 29, 1909, in Budapest, is the International League Against Epilepsy (hereinafter called 'the ILAE').

Article II. Effective date

This Constitution is amended and valid as of August 2005.

Article III. Objectives

The objectives of the ILAE are to:

- 1 Advance and disseminate throughout the world knowledge concerning the epilepsies.
- 2 Encourage research concerning the epilepsies.
- 3 Promote prevention, diagnosis, treatment, advocacy and care for all persons suffering from these disorders.
- 4 Improve education and training in the field of the epilepsies.

Article IV. Methods

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

- 1 Encourage the establishment and maintenance worldwide of societies with the same objectives as the ILAE which will be members of the ILAE (hereinafter designated 'Chapters').
- 2 Seek to establish and maintain effective cooperation with other organisations worldwide active in the field of the medical sciences, public health, and social care, who are, or may become concerned with problems related to the epilepsies.
- 3 Promote publications concerning the epilepsies and arrange for the publication of the journal of the ILAE, *Epilepsia*, and other ILAE educational and informational materials.
- 4 Organise or sponsor international congresses, symposia, or other meetings, in particular the International Congress of the ILAE, to be held at the time and place as prescribed in the Bylaws.
- 5 Appoint special commissions or individuals for the purpose of studying specified problems related to the aims of the ILAE and making recommendations for implementation of specific activities.
- 6 Develop and apply other methods consistent with the objectives of the ILAE.

Article V. Legal status

The ILAE is a non-profit, tax exempt, international organisation incorporated in the District of Columbia, United States.

Article VI. Membership

1 Member chapters are composed of professionals who are involved in patient care or research in epilepsy and whose primary concern is with the problems of epilepsy. The minimum membership of a chapter is nine professionals which is deemed to be the minimum number that

would allow the rotation of President, Secretary-General and Treasurer. Exceptionally, a chapter may consist of a mixed professional and lay membership for a period of time. In this situation, only professional members constitute the basis for dues, voting and holding office.

2 There shall be only one Chapter in each country defined as any State recognised as a member of the United Nations and/or World Health Assembly. When there is more than one eligible organisation in a country, the Executive Committee shall recommend for membership that organisation which, in its opinion, can best accomplish the objectives of the ILAE. Organisations in territories/regions that do not fall within the above definition of a State may exceptionally be considered for membership by the Executive Committee and ratified by the General Assembly.

3 The Chapters shall be voted into the ILAE upon the approval of the Executive Committee and two-thirds vote of those attending the meeting of the General Assembly. Pending approval by the General Assembly, a prospective chapter may be provisionally admitted to the ILAE by decision of the Executive Committee which will entitle the prospective chapter to all rights of membership except the right to vote.

4 By applying for membership a prospective chapter agrees to fulfil all obligations of Chapters as stated in this Constitution and Bylaws. Chapters are autonomous societies, but their Constitutions must not contain articles inconsistent with the Constitution of the ILAE.

5 A prospective chapter becomes a Chapter after approval by the General Assembly, submission to the Secretary-General of a list of names and addresses of its own members, and payment of its dues.

6 A Chapter may withdraw from membership by giving notice in writing to the Secretary-General.

7 On recommendation of the Executive Committee, membership may be terminated by a two-thirds vote of those attending the meeting of the General Assembly, if the Chapter fails to pay its annual dues or if, for any other reason, it no longer fulfils the stated requirements for membership.

8 The Chapters are organised into Regions as determined by the Executive Committee.

Article VII. Governance

The ILAE shall be governed by the Executive Committee and the General Assembly.

Article VIII. The Executive Committee

1 The Executive Committee shall conduct the affairs of the ILAE subject to ratification by the General Assembly.

2 The Executive Committee shall consist of:

(a) The President, Secretary-General, Treasurer, Vice-Presidents and the Immediate Past President as elected members. Only elected members shall have the right to vote.

(b) The President, Secretary-General and Treasurer of the International Bureau for Epilepsy (hereinafter called the 'IBE') as ex-officio, non-voting members.

(c) The Editor-in-Chief of *Epilepsia* and the Information Officer as non-voting members.

3 The term of office for elected Executive Committee members is 4 years. Candidates for the Presidency must have served, or be in the process of serving, at least one term on the Executive Committee. After serving as President, the person shall automatically serve one term as Immediate Past President. The President and the Immediate Past President shall serve one term. The Vice-Presidents, the Secretary-General and the Treasurer may be re-elected for one additional term to any one of these offices. Thereafter, they may only be elected to the Presidency.

4 The Editor-in-Chief of *Epilepsia* and the Information Officer shall be appointed by the Executive Committee and serve at their discretion. The term of office can not exceed 12 years.

5 Should any vacancy in the Executive Committee occur it shall be addressed by the Executive Committee subject to ratification by the General Assembly.

6 No person may occupy a seat on the Executive Committee for a period exceeding a maximum of 16 years.

7 The President shall appoint an independent Elections Commission, of five persons, each representing different regions, and chaired by the Immediate Past President. The Executive Committee shall not interfere with the business of the Elections Commission. The Commission is to conduct the elections and establish appropriate procedures that are not in conflict with the constitution and bylaws and respect the following constraints:

The Elections Commission shall be responsible for fully informing all Chapters about the elections process and its procedures 18 months in advance of the meeting of the General Assembly during which the new Executive Committee takes office.

The election of the President will be carried out first, followed by the election of two Vice-Presidents, Secretary General and Treasurer.

The geographic distribution of the elected officers, including the President, shall be restricted as follows. Each of the five elected officers must be primary members of different chapters. Primary membership is defined by the location of where professional activities are performed. No more than two members of the Management Committee shall come from the same region, as defined by the geographical division accepted within ILAE, and no more than three of the five elected officers shall come from the same region.

8 In the event that after the global elections of President, two Vice-Presidents, Secretary-General and Treasurer, and the appointment of Editor-in-Chief and Information Officer, any fully operational region of the ILAE (as determined by the Executive Committee) is not present on the Executive Committee, the Chapters of this region shall elect an additional Vice-President. This Vice-President will be a voting member of the Executive Committee and not be considered as a regional Vice-President but unrestrictedly share the global responsibilities of the Executive Committee.

9 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 communication. 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.

10 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.

11 The Executive Committee shall have the power to formulate at any time Bylaws not in conflict with the Constitution. These Bylaws are legally binding, but a posteriori corrective action may be taken by the General Assembly to revoke or amend these rules.

12 The Executive Committee shall approve the annual budget of the ILAE and shall set the dues to be paid by the Chapters.

Article IX. The General Assembly

1 The General Assembly consists of all approved Chapters of the ILAE.

2 Regular meetings of the General Assembly shall be convened during each International Congress of the ILAE. Participants shall consist of one delegate from each Chapter who carries the total number of votes of that chapter.

3 Representatives from more than 50% of the Chapters attending a meeting of the General Assembly shall constitute a quorum. Decisions will be taken by a majority of the votes of those attending.

4 The General Assembly shall receive and consider for vote of approval the reports of the President, the Secretary-General and the Treasurer.

5 The General Assembly shall vote on proposals submitted by the Executive Committee.

6 The General Assembly shall approve the admission of new Chapters and the termination of membership of Chapters.

7 The General Assembly shall set the time and place of future Congresses, after recommendation by the Executive Committee.

8 Meetings of the General Assembly are open unless a number exceeding 10% of the delegates present requests the Chair to close the meeting to observers. Only delegates may speak and vote. Exceptionally the presiding officer with the approval of the General Assembly may invite a non-delegate to speak, but not to vote.

9 Between regular meetings of the General Assembly, should urgent business arise requiring General Assembly action, this shall be carried out in writing, using available technology as determined by the Executive Committee. Such business must involve responses from at least 50% of the Chapters, and decisions would require a majority of the votes of those responding.

10 Chapters whose total votes correspond to a minimum of 25% of all available votes may request a written consultation by mail of the General Assembly. Reasons for doing so must be sent to the Executive Committee 90 days before the consultation.

Article X. Finances

1 The ILAE shall have the authority to accept and administer gifts, legacies, movable or immovable properties, donations and assets of any kind without any restrictions as to the amount or value and to collect annual dues of its Chapters.

2 The assets of the ILAE shall be used to further the objectives of the ILAE as authorized by the Executive Committee.

3 No portion of the assets of the ILAE shall be paid directly or indirectly to any Officer, members of its Commissions and Task Forces, or officers of its Chapters, except for payment of expenses made in the interest of the ILAE.

4 Proper books of account shall be overseen by the Treasurer and they shall be certified by a qualified auditor at the end of each fiscal year.

Article XI. *Epilepsia*

1 The Editor-in-Chief of *Epilepsia* shall be responsible for editing *Epilepsia* in accordance with the general policies established by the Executive Committee.

2 The Editorial Board shall consist of editors appointed by the Editor-in-Chief. The term of office of the editors is 4 years and editors may be re-appointed.

3 The editorial Advisory Board of *Epilepsia* shall consist of the Executive Committee and shall approve all contracts related to the publication of *Epilepsia*.

4 All financial responsibilities of *Epilepsia* reside with the Treasurer and the Executive Committee of the ILAE.

Article XII. Information and communication

The Information Officer oversees the collection of relevant information on epilepsy according to a policy agreed by the Executive Committee and ensures its availability to professionals throughout the world.

Article XIII. Commissions and Task Forces

1 Commissions and Task Forces in unlimited number may be appointed by the President of the ILAE as recommended by the Executive Committee. The President, Secretary-General and Treasurer of the ILAE shall be ex-officio members of all Commissions and Task Forces, except the Elections Commission.

2 No expenses shall be incurred by a Commission or Task Force on behalf of the ILAE without the consent of the Executive Committee.

3 Annual budgets and financial reports of the Commissions and Task Forces must be approved by the Executive Committee.

Article XIV. International Bureau for Epilepsy

1 A privileged relationship exists between ILAE and IBE as partners for addressing respectively the professional and social aspects of the epilepsies.

2 ILAE and IBE will establish appropriate administrative structures that will facilitate the accomplishment of mutual objectives.

Article XV. Amendments

1 The present Constitution may be amended by a two-thirds vote of those attending the meeting of the General Assembly.

2 Amendments may be initiated by the Executive Committee, or by Chapters whose total votes correspond to a minimum of 25% of the votes of the General Assembly. Such amendments must be submitted to the Secretary-General at least 90 days before the next meeting of the General Assembly, and due notice of such amendments shall be given to all Chapters by the Secretary-General at least 60 days before the meeting of the General Assembly.

Article XVI. Dissolution or merger

1 The ILAE may be dissolved or merged with another body having similar objectives on proposal of the Executive Committee, ratified by two-thirds of the available votes of the General Assembly as well as two-thirds of the total number of Chapters.

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

International League Against Epilepsy Bylaws (2005)

The Executive Committee is empowered by the Constitution (Article VIII-8) to establish Bylaws as necessary to achieve the objectives of the League, 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 Bylaws, in which all modifications are entered as they are made.

I. Elections

1 For each phase of the election, the Elections Commission shall ascertain if candidates are available and willing to serve. Candidates will provide the Elections

Commission with appropriate background information on their candidacy. This information will be sent to each Chapter and published in appropriate League publications.

2 Each Chapter has 1–6 votes depending on the number of dues paying members in good standing.

3 For the election of the President, the Elections Commission shall submit to the Chapters a list of persons fulfilling the requirements of the Constitution (Article VIII-3), who are available and willing to serve and will ask each Chapter to vote for one of them. If one of the candidates receives more than 50% of all possible votes, that candidate shall be elected. If this is not the case, a run-off shall be held between the two candidates that received the highest number of votes. The candidate in the run-off that receives the highest number of votes cast shall be elected. If both candidates receive the same number of votes, the Elections Commission has the final choice.

4 Following completion of the Presidential Election, the Elections Commission shall request each Chapter to submit a slate of four names as candidates for the remaining officer positions.

5 The geographic representation of the candidates must allow for the eventual election of officers who meet the geographic distribution requirement stated in the Constitution (Article VIII-6).

6 The Elections Commission shall choose a slate of not more than 12 candidates on the basis of weighted multiple nominations from the lists submitted by the Chapters. The Commission shall ascertain that these candidates are available and willing to serve.

7 The Elections Commission shall then submit the slate to each Chapter for voting by mail, e-mail or fax. This is the fourth and final stage in the process election. If two or more candidates obtain the same number of votes the Elections Commission has the final choice.

8 The Elections Commission will, with the advice and consent of the President-Elect, appoint the Secretary-General, Treasurer and two Vice-Presidents from the newly elected slate.

II. Duties of officers

1 The President shall preside at meetings of the Executive Committee and the General Assembly.

2 The President, Secretary-General and Treasurer shall act as Management Committee in between meetings of

the Executive Committee. Their actions shall be subject to ratification by the Executive Committee.

3 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.

4 The Secretary-General shall conduct the affairs of the League under the direction of the Executive Committee.

5 The Treasurer shall administer the accounts of the League.

III. The General Assembly

Unless otherwise indicated, matters brought before the General Assembly shall be decided by majority of vote of those attending an official meeting or responding to a mail ballot. The number of votes accorded to each Delegate shall depend on the number of professional dues paying members in his/her Chapter according to the most recent statement provided by the Chapter. The number of votes shall be determined by a sliding scale where a second vote is obtained when the membership has passed the number of 50, and where the increase of membership giving an additional vote doubles for every step. There shall be a maximum of six votes for any chapter:

up to 50 members: 1 vote

51–150 members: 2 votes

151–350 members: 3 votes

351–750 members: 4 votes

751–1500 members: 5 votes

above 1500 members: 6 votes

Chapters that do not collect dues shall have one vote.

IV. *Epilepsia*

1 The Editorial Advisory Board shall advise the editors on matters of general policies and arbitrate on matters referred to it by the Editor-in-Chief, but shall leave the day-to-day conduct of the journal entirely to the Editor-in-Chief and the Editorial Board consisting of the editors, working with the publisher.

2 The Executive Committee shall approve or terminate any contract with the publisher. It shall determine the budget of *Epilepsia*.

3 The Editor-in-Chief will take all steps necessary to fulfil the aims of the League through its journal, *Epilepsia*. The Editor-in-Chief shall: conduct the day-to-day business of the journal in conjunction with the Editorial Board and

the publisher; have final responsibility for the acceptance or rejection of manuscripts; call meetings of the Editorial Board in special situations; recommend a budget for *Epilepsia* on request of the Executive Committee; and shall render an account of expenses incurred.

V. Information and communication

- 1 The Information Officer supervises the publication of *Epigraph* at least twice annually.
- 2 The Information Officer is responsible for the information published on the website and serves as Chair of the Website Task Force.
- 3 The Information Officer oversees the activities of, and the contract with, the Epilepsy Information Center.

VI. Commissions and Task Forces

- 1 Each Commission and Task Force shall have a Chair appointed by the President.
- 2 The term of office of each Commission shall expire at the end of the term of the Executive Committee, but it may be renewed in the same or a revised composition by the new President of the ILAE.
- 3 Task Forces are appointed for specific purposes and their term of office expires when their duties are completed.
- 4 The Chair of each Commission and Task Force shall make interim reports and recommendations to the Executive Committee as deemed necessary and, shall submit a final report at the conclusion of their term. Said final report shall be communicated to the Chapters.

VII. Chapters' obligations

- 1 Each Chapter must send to the ILAE Secretary-General the names and contact information of its officers within 30 days after the Chapter's General Assembly Meeting during which a new Executive Committee takes office. Documentation, such as minutes of this meeting, must accompany the contact information. If changes in contact addresses occur these must be immediately reported to the Secretary General of the ILAE.
- 2 In March of each year, every chapter shall send to the ILAE's Secretary-General the names and addresses of its members as of December 31 of the previous year.
- 3 Before July 1 of each year, each Chapter shall pay to the 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. Dues for a Chapter are 3% of the annual dues that the Chapter charges each member, multiplied by the number of Chapter members, or a minimum payment of \$10 (US), whichever is highest. In countries where exchange regulations do not allow for remittance of funds outside the country, then Escrow accounts may be established with the approval of the ILAE Treasurer.

- 4 If a Chapter without consent of the Executive Committee omits paying its dues it will be once warned to do so; if the next year dues are again not paid the Executive Committee will propose disaffiliation to the General Assembly by mail ballot. Two-thirds of votes cast (with at least two-thirds of all available votes having been cast) have to confirm disaffiliation.

VIII. Fiscal year

The fiscal period of the ILAE shall be July 1 through June 30.

IX. Staff

- 1 The location of the ILAE's Headquarters Office will be determined by the Executive Committee.
- 2 The Executive Committee is empowered to retain such staff and contract for other professional services as may be necessary to carry out the functions of the League.

X. Meetings

- 1 The International Congress of ILAE shall be held ordinarily every 2 years, in conjunction with the International Bureau for Epilepsy.
- 2 In the year between two International Congresses of the ILAE, the Regional Divisions of the ILAE will organise Regional Congresses with the support of the ILAE.
- 3 The ILAE may sponsor or support, wholly or in part, other meetings relevant to its objectives. Such a meeting shall not be designated as an International Congress of the League.

XI. Regions

- 1 Regional Commissions shall consist of representatives elected by local chapters together with a Chair and Secretary appointed by the ILAE President. Chapters can belong to only one region.
- 2 Regional Commissions should meet from one to three times a year and must submit an annual budget for approval to the Executive Committee.

- 3 Regional Councils may be established to include members from all local chapters. In some regions, Councils may include non-voting members from countries without Chapters. Councils are expected to meet at least once per year.
- 4 Regional Commissions should aim to develop, stimulate and coordinate the epileptology agenda in their part of the world.
- 5 Regional Commissions should promote the activities of local chapters, encourage similar policies and administrative structures and facilitate their involvement within the global ILAE agenda.
- 6 Regional Commissions should coordinate local educational activities via the formation of a regional epilepsy academy.
- 7 Regional Commissions should run their congresses under the direction of the International Director of Meetings (IDM).
- 8 Regional Commissions should review epilepsy services and the size of the treatment gap in each country and aim to improve the former and reduce the latter.
- 9 Regional Commissions should develop documents with the aim of stimulating local medicopolitical initiatives and improving patient care.

XII. Cooperation with the International Bureau for Epilepsy (IBE)

- 1 ILAE shall cooperate with IBE on all levels ... international, national, regional and chapter to ensure maximum efficiency in promoting quality of life for people with epilepsy.
 - 2 Each ILAE chapter shall promote the establishment and/or assist in establishing a chapter of the Bureau, if such a chapter does not exist.
 - 3 At least annually, and more frequently if possible, the Executive Committee shall meet jointly with the Executive Committee of the IBE, to consider matters of mutual interest and/or responsibility to both Executive Committees. Such a meeting shall be known in full as a Joint Meeting of the Executive Committees of the IBE and ILAE, and in brief as a JEC.
 - 4 A JEC shall have no financial or constitutional power or existence independent of the Executive Committees of the IBE and ILAE. It is a meeting of two separate and independent Constitutionally defined bodies, not an entity in itself.
 - 5 Matters to be considered by a JEC shall include international Epilepsy Congresses, the Global Campaign, the Epilepsy Website, the International Resource Centre, and such other matters as the IBE and ILAE Executive Committees shall consider appropriate to be delegated to consideration and decision by a JEC.
 - 6 A proposed action by a JEC should not be in conflict with the Constitution of the ILAE and must be ratified by the two ILAE and IBE Executive Committees prior to implementation.
 - 7 Chairing of each JEC shall be shared equally between the IBE and ILAE Presidents, or their nominees, in a manner acceptable to both. The Chairperson of a JEC shall not have a casting (i.e. tie-breaking) vote.
 - 8 A quorum for a JEC shall be the presence of a majority of the members of each of the IBE and ILAE Executive Committees.
 - 9 A JEC may be called at any time mutually acceptable to the Presidents of both the IBE and ILAE.
 - 10 To be considered by a JEC, a motion must be moved by a member of one Executive Committee, and seconded by a member of the other.
 - 11 Members of the Management Committee of each of the IBE and ILAE, although ex officio members of both Executive Committees, shall each have only one vote in a JEC meeting.
 - 12 Responsibility for administration, minuting etc. of JECs shall be shared equally between the Secretaries-General of the IBE and ILAE, in a manner acceptable to both.
 - 13 Responsibility for overseeing all financial matters considered by JECs shall be shared equally between the Treasurers of the IBE and ILAE, in a manner acceptable to both.
- A Joint Management Committee, consisting of the Management Committees of each of the IBE and ILAE, is authorised to take actions in the name of a JEC between JEC meetings. Such actions must:
- (a) Be approved by a majority (i.e. two members) of each of the Management Committees of the IBE and ILAE.
 - (b) Be in accord with policies of both the IBE and ILAE.
 - (c) Involve neither Executive Committee in expenditure exceeding a sum to be set by each Executive Committee.
 - (d) Be notified to each Executive Committee as soon as possible.
 - (e) Be ratified by each Executive Committee at its next meeting.



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XIII. Indemnification

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

XIV. 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 30 days notice.

