

## CONSTITUTION

### Article I — Name

The name of this international organization, 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 31, 2011, September 11, 2021]

### 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 world-wide 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 organizations world-wide active who are involved in patient care or research in epilepsy and whose primary concern is with problems related to the epilepsies.
3. Promote publications concerning the epilepsies and arrange for the publication of the ILAE Journals and other ILAE educational and informational materials.
4. Organize 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 By-Laws.
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 organization incorporated in the District of Columbia, U.S.A.

## **Article VI — Membership**

1. Member Chapters are composed of professionals who are involved in patient care or research in epilepsy and whose primary focus relates to the epilepsies. The minimum membership of a Chapter is 9 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. Chapters are autonomous societies, but their Constitutions and By-Laws must not contain articles inconsistent with the Constitution and By-Laws of the ILAE. A copy of the Chapter's Constitution and By-Laws must be kept by the ILAE. Any changes in the Chapter's Constitution and By-Laws must be submitted to the Executive Committee and the General Assembly
2. There shall be only one Chapter in each country defined as any State recognized as a member of the United Nations and/or World Health Assembly. When there is more than one eligible organization in a country, the Executive Committee shall recommend for membership that organization which, in its opinion, can best accomplish the objectives of the ILAE. Organizations in territories/ regions that do not fall within the above definition of a State, or in groups of two or more states, 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 on securing a two-thirds majority of the votes cast by Chapters in good standing and in attendance at a 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 fulfill all obligations of Chapters as stated in this Constitution and By-Laws. The Chapter must submit to the Secretary-General a list of names and addresses of its own members. After a Chapter is approved, it must pay its annual dues to remain in good standing.
5. A Chapter may withdraw from membership by giving notice in writing to the Secretary-General.
6. On recommendation of the Executive Committee, membership may be terminated if there is a two-thirds majority of the votes cast by Chapters in good standing and in attendance at a meeting of the General Assembly if the Chapter fails to pay its annual dues or if, for any other reason, it no longer fulfills the stated requirements for membership.
7. The Chapters are organized 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:
  1. 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. The business decisions of the Executive Committee once taken become effective, will be recorded in minutes and the minutes will be approved at the next meeting
  2. Attendance, defined as present either in person or via the best available technology as determined by the Executive Committee, of two-thirds of the voting members of the Executive Committee constitutes a quorum. Decisions are made when supported by a majority of the voting member. In the event of a tie, the President has a deciding vote.
  3. The Executive Committee shall have the power to formulate at any time By-Laws not in conflict with the Constitution. These By-Laws are legally binding, but a posteriori corrective action may be taken by the General Assembly to revoke or amend these rules.
  4. The Executive Committee shall approve the annual budget of the ILAE and shall set the dues to be paid by the Chapters.
2. The Executive Committee shall consist of:
  1. The President, Vice President, Secretary-General, Treasurer, and the Immediate Past President, and the Chair of each of the recognized ILAE regions as voting members. Within the Executive Committee, Regional Chairs will work on behalf of, and in the best interests of the ILAE globally.
  2. The President, Secretary-General and Treasurer of the International Bureau for Epilepsy, (hereinafter called the “IBE”), as ex-officio, non-voting members.
  3. To assure representation of core ILAE activities in the Executive Committee deliberations, the Executive Committee may appoint Chairs of relevant ILAE organizational entities as non-voting ex officio members of the Executive Committee.
  4. The term of office for any Executive Committee member is four years. The members of the Executive Committee may be re-elected or re-appointed for one additional term to any of these offices. No member of the Executive Committee can serve more than two terms as an elected officer, unless elected as President. No person may occupy a seat as a voting member on the Executive Committee for a period exceeding a maximum of sixteen 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.

3. The Management Committee:
  1. Shall consist of the President, Vice President, Secretary-General, Treasurer, and Immediate Past President.
  2. The Management Committee will implement the policies approved by the Executive Committee and govern the ILAE between meetings of the Executive Committee.
  3. The geographic distribution of the elected officers, including the President, shall be restricted as follows: Each of the newly elected Management Committee members must be primary members of different Chapters. Primary membership is defined by the location in which professional activities are performed. No more than two of the newly elected members of the Management Committee shall come from the same region, as defined by the geographic regions recognized by ILAE.
4. The President:
  1. The President shall serve one term. Candidates for the Presidency must have served, or be in the process of serving, at least one term on the Executive Committee either as an elected or ex-officio member. After serving as President, the person shall automatically serve one term as Immediate Past President.
  2. If the current President cannot fulfill the full term of office, a new President will be selected in accordance with the By-Laws.
5. The Elections Committee:
  1. The President shall appoint an independent Elections Committee. The Elections Commission shall be chaired by the Past Past President. It will include one person from each of the recognized ILAE regions and the Immediate Past Chair of the Elections Committee. The Executive Committee shall not interfere with the business of the Elections Committee.
  2. The Elections Committee is to conduct the elections and establish appropriate procedures as described in the Bylaws and that are not in conflict with the constitution.

## **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 fifty percent of Chapters in good standing in attendance at a meeting of the General Assembly shall constitute a quorum. Attendance is defined as either the delegate from a Chapter in good standing attending in person or via the best available technology as determined by the Executive Committee. More than fifty percent of all approved Chapters in good standing must participate in a vote for the vote to be considered valid. Participation in a vote is defined as either casting a vote or indicating, in writing, the wish to abstain. Decisions - with the exception of admission or removal of a member Chapter (Article VI), amendments to the Constitution (Article XIV) and dissolution of the ILAE (Article XV) - will be taken by a majority of the total votes cast by Chapters in good standing.
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 in accordance with Article VI
7. Meetings of the General Assembly are open unless a number exceeding ten percent of the delegates in attendance requests the Presiding Officer to close the meeting to observers. Only delegate 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.
8. Between regular meetings of the General Assembly should urgent business arise requiring General Assembly action or if it is not possible due to global travel restrictions or force majeure to hold a regular General Assembly meeting in-person, discussion and decisions shall be carried out in writing and using the best available technology as determined by the Executive Committee. Quorum for such meetings will be the attendance of at least fifty percent of all Chapters in good standing. Decisions - with the exception of admission or removal of a member Chapter (Article VI), amendments to the Constitution (Article XIV) and dissolution of the ILAE (Article XV) which require a two third majority - require a simple majority of the votes of cast by those Chapters in attendance.
9. Chapters whose total votes correspond to a minimum of twenty-five percent of all available votes may request a written consultation by the General Assembly. Reasons for doing so must be sent to the Executive Committee ninety 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 in line with ILAE objectives and generally accepted ethical standards 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 organizational entities, 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 —ILAE Journals**

1. The Editors-in-Chief of ILAE Journals shall be responsible for editing those Journals in accordance with the general policies established by the Executive Committee and the best practices and ethical standard for scientific publishing. The Editors-in-Chief shall be appointed for up to four years and may be appointed for one additional term.
2. The Associate Editors and Editorial Board for each of the Journals shall be appointed by the respective Editors-in-Chief.
3. The editorial Advisory Board of the Journals shall consist of the Executive Committee and shall approve all contracts related to the publication of the Journals.
4. All financial responsibilities of the Journals reside with the Treasurer and the Executive Committee of the ILAE.

### **Article XII — Organizational Entities**

1. Organizational entities such as Councils, Topic-Oriented Commissions, Committees, Task Forces in unlimited number may be appointed by the President of the ILAE as recommended by the Executive Committee. Sections may be created by the President as recommended by the Executive Committee. The President may appoint, as recommended by the Executive Committee, a representative of the Management Committee to any of the Organizational Entities, except the Election Committee
2. No expenses shall be incurred by an organizational entity on behalf of the ILAE without the consent of the Executive Committee.
3. Annual budgets and financial reports of the organizational entities must be approved by the Executive Committee.
4. Regional Boards must have written Rules of Procedure that are in agreement with the ILAE's Constitution and By-Laws. A copy must be kept by the ILAE. Any changes in these rules must be submitted to the Executive Committee for ratification.

### **Article XIII — 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 XIV — Amendments**

1. The present Constitution may be amended if there is a two-thirds majority of the votes cast by Chapters in good standing who are in attendance at a 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 twenty-five percent of the votes of the General Assembly. Such amendments must be submitted to the Secretary-General at least ninety 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 sixty days before the meeting of the General Assembly.

### **Article XV — Dissolution or Merger**

1. The ILAE may be dissolved or merged with another body h
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3. aving 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.
4. 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 organizations of similar interests, as agreed by the General Assembly.