



EMIRATI LEAGUE AGAINST EPILEPSY (ELAE) BYLAWS

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CONTENTS

- ARTICLE I. INTRODUCTION
- ARTICLE II. TITLE AND LOCATION
- ARTICLE III. OBJECTIVES
- ARTICLE IV. OFFICIAL LANGUAGE
- ARTICLE V. MEMBERSHIP
 - SECTION I. MEMBERSHIP ELIGIBILITY
 - SECTION II. MEMBERSHIP BENEFITS
- ARTICLE VI. EXECUTIVE COMMITTEE
 - SECTION I. OFFICERS OF EXECUTIVE COMMITTEE
 - SECTION II. EXECUTIVE COMMITTEE ELECTION AND TERMS IN OFFICE
 - SECTION III. DUTIES OF EXECUTIVE COMMITTEE OFFICERS
 - SECTION IV. EXECUTIVE COMMITTEE MEETINGS
- ARTICLE VII. FINANCIAL RESOURCES
- ARTICLE VIII. MISCELLANEOUS
 - SECTION I. FISCAL YEAR
 - SECTION II. DISSOLUTION

ARTICLE I. INTRODUCTION

The Emirati League against Epilepsy (ELAE) chapter is a professional organization of the International League against Epilepsy (ILAE) for health care providers, scientists and technologists involved in the diagnosis, treatment and research of epilepsy in United Arab Emirates (UAE).

The Emirates League Against Epilepsy is a chapter of the International League Against Epilepsy. The ILAE is a federation of over 100 Chapters around the world. There is only one Chapter recognized per country, and each has its own Constitution and Bylaws and its own President and officers, elected by individual members of each chapter.

The International League Against Epilepsy (ILAE) was founded in 1909 with the objective to advance and disseminate knowledge about epilepsy, to promote research, education and training and to improve services and care for patients, especially by prevention, diagnosis and treatment, supporting the development of international chapters, in accordance with proper guidelines governed by international bodies. To that extent, the ELAE Committee, is an extension of the international bodies vision to be recognized worldwide for its clinical leadership.

This document supplements ELAE by providing a tool to the ELAE Board members and the ELAE members to maintain a strong transparency as an important ELAE functionary in various roles and responsibilities.

ARTICLE II. TITLE AND LOCATION

The name of the organization is “Emirati League against Epilepsy” and will hereafter be called by its abbreviation “ELAE”. The office will be located in Dusseldorf Business Point - Office Suite #907, Al Barsha 1 - Dubai, UAE.

ARTICLE III. OBJECTIVES

The objectives of ELAE are to:

- To promote implementation of standards of epilepsy care and education in UAE
- Promote the exchange of medical and scientific information related to epilepsy
- To develop a nation-wide education and training opportunities to all health care providers in various aspects of epilepsy.
- To collaborate with regional and international epilepsy societies and chapters in the areas of epilepsy education and research
- To advance professional epilepsy care in UAE to an international standard.
- To increase awareness of the general public in UAE about epilepsy and its management options, and to organize educational forums for patients and their caregivers
- To advocate with governmental agencies for comprehensive coverage of medical and surgical requirements of patients with epilepsy and to advocate setting driving regulations for patients suffering from epilepsy



- To arrange scientific congresses, forums and educational and research meetings as deemed necessary
- To attract local neurologists to participate actively in all chapter's activities and to encourage meetings participation opportunities at local, regional and international levels.
- To promote research and surveys in the field of epilepsy and its related subjects

ARTICLE IV. OFFICIAL LANGUAGE

The English language shall be the official language for scientific activities of the ELAE. Arabic language will be the formal language of communication with official UAE authorities where required. Other languages may be used for public service announcements and awareness messaging as appropriate.

ARTICLE V. MEMBERSHIP

SECTION I. MEMBERSHIP ELIGIBILITY

5.01. Members

ELAE membership is available to every qualified physician and any allied health-care professional who is interested in the field of epilepsy, in full compliance with the prevailing regulations and the bylaws.

- Adult and paediatric neurologists, neuroradiologists, neurosurgeons, internists, paediatricians, family physicians, neuropsychologists, neurophysiologists, and research scientists interested in the field of epilepsy can apply for membership in the ELAE
- Membership fees are set at an annual fee of 100 AED

5.02 *Active Members.* Active Members shall be professional healthcare providers and medical researchers in the field of epilepsy. Active Membership shall be limited to residents of the UAE. Active Members shall pay dues as established by the Board of Directors. Active Members may hold elected office. Active Memberships are eligible for active Membership Benefits

5.03 *Associate Members.* Associate members shall be non-physician health care providers who are interested in the field of epilepsy or related fields, such as nurses, electrodiagnostic technicians, psychologists, provided that individuals eligible for Associate Member status are not eligible for active Membership Benefits. His/ her application should be endorsed by an active member of the ELAE Associate Membership shall be limited to residents of UAE. Associate Members are exempted from annual membership fees.

5.04 *Junior Members.* Any person in training or employed as a postdoctoral fellow in a professional area with an interest in the field of epilepsy may apply for Junior Membership status by completing the application process and with certification of training status from his/her program director or supervisor. His/ her application should be endorsed by an active member of the

ELAE. Junior Member shall pay 50% of the annual dues and Active Memberships are eligible for active Membership Benefits;

SECTION II. MEMBERSHIP BENEFITS

ELAE membership offers the below benefits:

- ELAE Membership number are assigned, and the membership number will be eligible for discounted rates at all ILAE activities as per ILAE policies and guidelines.
- 1 Vote per member for the executive committee position(s)
- Priorities to attend ELAE activities at a discounted rate
- The opportunity to chair sessions in ELAE activities and to actively participate in scientific committees related to the member's experience and academic interest.
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ARTICLE VI. EXECUTIVE COMMITTEE

SECTION I. OFFICERS OF EXECUTIVE COMMITTEE

I. COMPOSITION

The committee comprises of:

1. President
2. Vice president
3. Secretary
4. Treasurer
5. Three ELAE members
6. Past President, when applicable

II. FUNCTIONS AND RESPONSIBILITIES

A. Management Roles

The President, Vice President, Secretary, and Treasurer (collectively referred to as the "Management Officers") shall be responsible for the charge of the management of ELAE.

B. Governance Roles

The three ELAE Members and the Immediate Past President shall serve in a governance and advisory capacity. They shall participate in decision-making, provide strategic guidance, and ensure accountability but shall not be involved in the management or operational execution of ELAE activities.

C. Authority and Accountability

The Management Officers are accountable to the Executive Committee as a whole and shall report regularly on the management and activities of ELAE. The governance members shall review, advise, and approve major strategic or policy decisions.

SECTION II. EXECUTIVE COMMITTEE ELECTION AND TERMS IN OFFICE



Members of the ELAE as mentioned in Article-5 section 2, shall meet and elect the Executive Committee through voting. Members of the executive Committee will be elected for a four-year period.

ELECTION CRITERIA:

- Prior to the election, a letter should be sent to all members of the ELAE specifically informing them of the date and location of the election.
- Any member can apply for a specific position in the executive committee.
- The voting will be held by open vote:
To ensure secrecy in all voting processes, the Executive Committee shall appoint an independent third party, who shall be responsible for receiving votes
- The applicant with the highest number of votes will be elected for that position.
- In case of a tie, the more senior candidate will be elected.
- If an elected member of the Executive Committee is unable to persevere in his/her position, or in case of repeated unexcused attendance to the Board meetings, the executive Board, by voting, shall end this member's appointment and a new election for the specific position will be held.

SECTION III. DUTIES OF MANAGEMENT OFFICERS

I. DUTIES OF PRESIDENT

The President shall be the Chief Executive Officer of the ELAE and chairperson of the Executive Committee. The President shall supervise and control all the business and affairs of the organization in accordance with the statutes and these bylaws and preside at all meetings of the organization. The President shall sign with any other proper officer of the organization authorized by the Executive Committee, contracts, or other instruments which may be lawfully executed on behalf of the organization, except where the signing and execution thereof shall be expressly delegated to some other officer or agent of the organization, or shall be required by law to be otherwise signed and executed; and, in general, he or she shall perform all duties incident to the office of President. He or she shall appoint special task force committees and commissions in unlimited numbers in consultation with the Executive Committee.

II. DUTIES OF VICE PRESIDENT

The Vice-President shall perform any duties assigned to them by the President or Executive Committee.

III. DUTIES OF SECRETARY

The Secretary-General shall perform any duties assigned to them by the President or Executive Committee.

The Secretary General shall 1) keep the minutes of the meetings of the Executive Committee and 2) Monitor and ensure that all notices are duly given in accordance with the provisions of these bylaws.

IV. DUTIES OF TREASURER

The treasurer shall perform any duties assigned to them by the President or Executive Committee.

The treasurer shall:

1. Have the custody or oversight responsibility for all funds and securities of ELAE, the receipt and recording of contributions and funds due and payable to the organization from any sources whatsoever, and the depositing of all of these monies in the name of the Organization in depositories that are selected by the Executive Committee.
2. The Treasurer will also prepare the budget and coordinate all economic aspects related to the activities of the ELAE.

V. ELAE MEMBERS

The members in the executive committee shall perform any duties assigned to them by the President or Management office.

VI. PAST PRESIDENT

The ELAE Past president shall perform any duties assigned to them by the President or Executive Committee. Past ELAE Pas President needs to ensure a smooth transition of ELAE chapter activities and duties.

VII. TERM AND SUCCESSION OF OFFICERS

1. Vacancies

Should the Office of President become vacant, the First Vice President shall assume that office. The Secretary General shall then assume the office of First Vice President and continue their duties until the next election. All other vacancies among Officers or Governance shall be filled by appointment by the executive committee. Appointed Officers or Board Members shall serve until the next General Assembly meeting.

2. Re-election.

Term of office of the Executive Committee shall be four years. At the end of the first term the officer may be reelected for another term of 4 years.

3. Removal

Any member of the Office or Governance may be removed at any time for cause by a two-thirds (2/3) vote of all committee members.

4. Resignations.

The resignation of any members of Office or Governance shall become effective immediately upon written receipt thereof by the President or in the case of the resignation of the President,

by the written receipt thereof by the First Vice President.

SECTION IV. EXECUTIVE COMMITTEE MEETINGS

The executive committee of the ELAE shall meet on regular basis, and not less than 2 meetings per year. The quorum for any board meeting will be 50% of the board members plus one. Votes of any administrative issue will be by open votes by members of the Executive Committee. The voted upon issues will be approved based on majority votes (50% plus one) from members of the ELAE executive committee attending the meeting. In case of a tie vote, the vote of the President shall count twice.

ARTICLE VII. FINANCIAL RESOURCES

The revenues of ELAE include the members' fees, according to the Article V-Section I. as well as any other contribution, subvention, donation, bequest and legacy and corresponding incomes, reserve fund and income from own assets, product from disposal of assets, revenue from publicity and sponsors, as well as other potential incomes or revenues as per prevailing laws and regulations.

The ELAE funds is currently raised through pharmaceutical/ medical distribution companies' sponsorship and delegate registration fees. Sponsorship is raised through agreement between the appointed PCO acting as the agent between the organization and the industry. The appointed PCO sign an agreement amongst each other in order to retrieve the funds. Sponsorship is divided according to tier levels that are differentiated through exposure, number of free delegates invited by sponsoring companies and other privileges such as industry talks during the congress.

Delegation raised through individual and group registration schemas are purchased through the PCO's online registration system whereas healthcare professionals can provide their credit card details upon purchasing a congress pass. Companies are also allowed to provide funds upon interest of purchasing group registration that is discounted based on the quantities purchased.

ARTICLE VIII. MISCELLANEOUS

SECTION I. FISCAL YEAR

The Fiscal year of the ELAE shall be the calendar year.

SECTION II. DISSOLUTION

In the case that the ELAE dissolves due to unforeseen reasons all proceedings, in the case of existence, including surpluses, assets and other forms of valuables will be provided as charity towards the use of ELAE Research within the COUNTRY whereas an applicable process for grant of funding research will proceed.

