

Constitution of the Asia – Oceanian Society for NeuroRehabilitation

Article 1. Name

The organization shall be known as the Asia-Oceanian Society for NeuroRehabilitation (**AOSNR**).

Article 2. A Non-Profit Organization

The **AOSNR** is not organized for profit and no part of the net earnings of the **AOSNR** shall inure to the benefit of any private individual or member. The **AOSNR** shall remain independent.

Article 3. Address of the AOSNR

The address of the **AOSNR** is the address of its business office.

Article 4. Objectives and Purpose

The objectives of the **AOSNR** are:

- A. To advance the development and improve the quality of neurological rehabilitation across the Asia-Oceanian region.
- B. To stimulate collaboration between clinicians and others with an interest in neurological rehabilitation, including cooperation among National Scientific Societies addressing neurorehabilitation.
- C. To facilitate exchange of knowledge and scientific research between clinicians and others with an interest in neurological rehabilitation.

The **AOSNR** will achieve these objectives by:

- Producing a regular newsletter or communication in order to stimulate information between those with an interest in neurological rehabilitation.
- Arranging courses and training programs in neurological rehabilitation.
- Developing and distributing guidelines for best clinical practice and education standards in the field of neurological rehabilitation.
- Organizing an **AOSNR** Congress to be held approximately every two years.
- Collaborating with government organizations and national or international political bodies to increase awareness of neurorehabilitation problems and perspectives within the region.
- Any other activity that will promote the development of neurological rehabilitation on a regional basis.

Article 5. Membership

- A. The **AOSNR** shall be open to all professionals with an interest in neurological rehabilitation irrespective of sex, religion, disability, philosophical or political opinions or nationality.
- B. There shall be two categories of membership
 - a. Ordinary membership
 - b. Extraordinary membership

1. Ordinary Membership

This category contains two sub-categories of ordinary membership.

a. *Personal Membership*

Membership of the **AOSNR** shall be open to any professional with an interest in the development of neurological rehabilitation. Membership shall be defined by an entry in the mailing list of the **AOSNR** Update. Personal membership carries voting rights at the General Assembly at each **AOSNR** Congress or at an Extraordinary General Assembly that may be called from time to time. There will be a fee for personal membership and the level of the fee shall be determined by the Presidium.

b. *National Society Membership*

Any national society with an interest in neurological rehabilitation shall be eligible for membership in this category. The membership status of national societies shall be decided by the Executive Board after receiving a recommendation from the Presidium. There will be fee for a national society to be affiliated to the **AOSNR** and the fee level shall be determined by the Presidium. The President (or nominated representative) of each national society formally affiliated to the **AOSNR** shall be a voting member of the Executive Board.

The members of a national society affiliated to the **AOSNR** will automatically be members of the **AOSNR** with full voting rights. Existence of a national society of neurological rehabilitation in a particular country does not require personal members of the **AOSNR** to be a member of that national society. Individuals could be personal members of the **AOSNR** whilst not being members of their own national society. Such individuals will still carry full voting rights.

2. Extraordinary Membership

This category is also split into two sub-categories.

a. Honorary Membership

Honorary members shall be elected from amongst those who, in the opinion of the Executive Board of the **AOSNR**, have made an exceptional contribution to the regional development of neurological rehabilitation. Honorary members shall be proposed by at least two members of the Executive Board and shall be elected by a two-thirds majority vote of the General Assemble. Honorary membership shall be formally conferred at an **AOSNR** Congress.

b. Corporate Membership

Any organization, company or foundation that has an interest in promoting the development of neurological rehabilitation shall be eligible for corporate membership at the discretion of the Executive Board. Corporate members shall be elected by a majority vote of the Executive Board. There shall be an annual fee for corporate membership and the Executive Board shall determine the fee level from time to time. Corporate membership does not carry voting rights.

Membership will terminate at death or resignation. The Executive Board shall reserve the right to expel any member of the **AOSNR**. Expulsion shall be decided by a two-thirds majority vote of the General Assembly.

Article 6. Society Organs

A. The Presidium

The Members of the Presidium each of whom shall have equal voting rights shall govern the day-to-day activities of the **AOSNR**:

Members of the Presidium

President Past-President President-Elect Secretary General Treasurer Executive Director (non-voting)

B. The Executive board

The Executive Board consists of

1. The members of the Presidium
2. Presidents (or nominated representatives) of national Societies that are formally affiliated with the **AOSNR**.

In the event that a country does not have a recognized society, personal members of that particular country can elect amongst themselves an official representative of that country.

3. Chairperson of Organizing Committee for next **AOSNR** Congress.

4. Chairperson of Organizing Committee of previous **AOSNR** Congress.
 5. Chairpersons of standing **AOSNR** committees
- C. The Executive Board, as a minimum, must meet during each **AOSNR** Congress.
- D. Intermediate meetings of the Executive Board may be called by the Presidium or when one third of the Board members indicate the need for such an intermediate meetings. This must be requested by mail or email to the President.
- E. Strategic decisions of the **AOSNR** shall be made by simple majority of the Executive Board, unless a two-thirds majority is required according to the Constitution. In the event of a tie, the President shall have the deciding vote. A minimum of majority voting members shall be required for a quorum, either attending in person or by authorized email or videoconference.

Article 7. Officers

A. The officers of the **AOSNR** shall be the President, Past-President, President-Elect, Secretary General, Treasurer and Executive Director.

B. Each officer shall serve for at least one term of office. A term of office is deemed to be the period of time between each **AOSNR** Congress (see Article 6). Thus, terms of office shall normally be two years but may vary according to the date of the congresses. The outgoing President shall remain on the Presidium as Past-President until the incumbent President completes his/her term of office.

When a President takes office at an **AOSNR** congress then at the same time there will be an election for the President-Elect.. The President-Elect will be a member of the Presidium until such time as the President demits office when the President-Elect will be come President. Thus the term of office of the President-Elect will be a period of time between two or three **AOSNR** congresses depending on the length of office of the incumbent President.

C. Any vacancy amongst the elected members of the Presidium during a term of office shall be filled by an individual appointed by the President on a majority vote of the remaining members of the Presidium. If the President demits office before completion of the term of office then the President-Elect will act as President. That President shall remain until the next **AOSNR** congress at which point s/he shall be eligible for re-election. This interim period shall not count as a term of office. If neither the President nor the President-Elect stay in office, the Secretary-General can act as an interim President until the next **AOSNR** Congress.

D. All officers are elected by the Executive Board at the **AOSNR** Congresses. The maximum number of terms is limited to two.

In case there are no new nominees for the position of Treasurer and Secretary-General as defined by the Nomination Committee, they (after re-election by the general assembly) can stay for more terms.

Candidates will be solicited by the nominating committee, which will make a recommendation. (See Article 8).

Article 8. Committees

A. The **AOSNR** shall have the following Standing Committees -

The chairpersons of the Standing Committees are allowed to apply for an annual budget to the Presidium. The budgets have to be handed in by 15 December for the following fiscal year. The Presidium decides on budgets for the Standing Committees not later than 31 January of the running fiscal year.

1. Research Committee

The task of the Research Committee is to coordinate the research activities of the **AOSNR** such as the organization of multi-center studies. The Research Committee Chairperson is appointed by the Presidium. The Committee is comprised of up to five persons who also are appointed by the Presidium after nomination by the Executive Board. The Research Committee stays in office for at least the time between two **AOSNR** Congresses.

2. Education Committee

The task of this Committee is to coordinate the activity of the **AOSNR** in organization of teachings (e.g. courses, flying faculty activities). The Committee consists of five persons including a Chairperson who are appointed by the Presidium after nomination by the Executive Board. The members stay in office at least for the time between two **AOSNR** Congresses.

3. Finance Committee

The task of this committee is the prospective financial planning, budget structuring and reviewing, and fundraising for the **AOSNR**. Set members of the Finance Committee are the Treasurer, the President-Elect and the Chairman of the next **AOSNR** Congress. Additional members may be appointed by the Presidium.

4. Nomination Committee

The task of this Committee is to nominate candidates for positions as officers of the **AOSNR**. Committee members will be appointed by the Presidium. The President-Elect will serve as the Chair of this Committee. Up to five more officers may be elected by the Executive Board at the **AOSNR** Congress preceding the next **AOSNR** Congress when elections have to be made.

Article 9. Management and Duties of Officers

A. The day-to-day management of the **AOSNR** shall normally be delegated by the Presidium to the President supported by the Past-President, President-Elect, Secretary General and Treasurer. The President is empowered to decide on all day-to-day matters. The President shall act in the best interests of the **AOSNR** at all times. Important decisions, as determined by the President, shall be discussed by the Presidium. The President communicates to the Executive Board on a regular basis and requires open communication, usually by telephone, email or land mail. The

President shall be accountable for his/her decisions to the Presidium and to the membership as a whole.

B. The President and Presidium may be supported by an Executive Director by an appointment, who will report directly to the President, and be responsible for day-to-day organizational matters and general smooth running of the **AOSNR**. S/he will be responsible for the administrative support to the Executive Board, the standing committees and sub-committees as required. The office of the Executive Director will be responsible for collection of membership fees and for keeping, collating and distributing the appropriate membership database. Executive Director is administrative position and has no voting right.

C. The Secretary General will coordinate organizational, legal and constitutional matters of the **AOSNR** in support of the President. The Secretary General will need close liaison with the Executive Director (if appointed) as well as with the Treasurer and other officers of the **AOSNR**.

D. The Treasurer will be responsible for the **AOSNR** finances and be accountable to the General Assembly. The Treasurer will maintain accurate financial records and present a financial statement to the Presidium and to the Executive Board at each of their respective meetings, and to the General Assembly at each **AOSNR** Congress. He/She shall submit financial accounts to an annual independent audit. He/She will need to liaise closely with the Executive Director (if appointed) and the other officers.

E. **AOSNR** encourages the progress of scientific and service orientated activities in the field of neurorehabilitation around the region. To achieve this, the Presidium encourages the formation of national structures such National Societies or others.

F. The Presidium may appoint Liaison Officers for the **AOSNR** to facilitate interaction and communication with other scientific societies, political entities, the media, etc.

Article 10. Finances

A. The fiscal year of the **AOSNR** shall commence on 1 January and end on 31 December each year. The Treasurer shall be responsible to the Presidium and Executive Board and to the membership as a whole for the finances of the organization. The Presidium shall determine an appropriate bank account and appropriate cheque signatories and, through the Treasurer, shall make all arrangements for the prudent and open conduct of the financial affairs of the **AOSNR**. The accounts shall be presented to the Presidium at each of its meetings, at least annually, and through the Update or at each congress, to the Executive Board and General Assembly and to the membership at large on an annual basis. The accounts shall be audited. The Finance Committee will support the Treasurer in prospective and retrospective aspects of budgeting.

B. The **AOSNR** shall be, as far as possible, financed from surplus income derived from the congresses and from ordinary and extraordinary membership dues and from any donations received from private persons or industry or from any publications.

Article 11. General Assembly

At each **AOSNR** congress there shall be a General Assembly of members. This will provide an opportunity for the Executive Board to review progress and decisions and actions taken over the time since the preceding General Assembly. New officers and members of the Executive Board

shall be presented at each General Assembly. Individuals will need to be proposed and seconded by at least two voting members, with at least one month notice to the Nomination Committee before the General Assembly.

Article 12. Special Interest Groups/Sections

The Presidium may approve the creation of Special Interest Groups (SIGs). The Chairperson of each Special Interest Group will be elected by the SIG membership. An important function of the SIGs is to propose content for each **AOSNR** Congress.

Each Special Interest Group will recruit its members from the membership of the **AOSNR** and others. The Special Interest Groups shall promote the development of their specific area of interest within the general aims of the **AOSNR**. The purview of each SIG shall be formulated by that group, subject to the approval of the Presidium. Each SIG elects a Chairperson. The Presidium can decide if SIGs or groups of SIGs form thematically wider spread sections, which can be helpful to further structure **AOSNR** activities.

Article 13. Amendments

Amendments to this Constitution may be proposed by any member of the **AOSNR**. Amendments shall be submitted to the Secretary General at least three months prior to a Executive Board meeting or three months prior to a **AOSNR** Congress and will be posted on the **AOSNR** website. Any amendment of the Constitution shall require a two-thirds majority of the Executive Board.

Article 14. Dissolution

Voluntary dissolution of the **AOSNR** may only be decided by a two-thirds majority vote of the Executive Board supported by a two-thirds majority vote of the voting membership at a General Assembly. If necessary, an Extraordinary General Assembly may be called with three months notice being given to members by the Secretary General. Any assets of the organization shall, in the event of dissolution, be donated to a non-profit organization supporting neurological rehabilitation on a regional basis. These organizations shall be decided by a majority vote of the Executive Board.