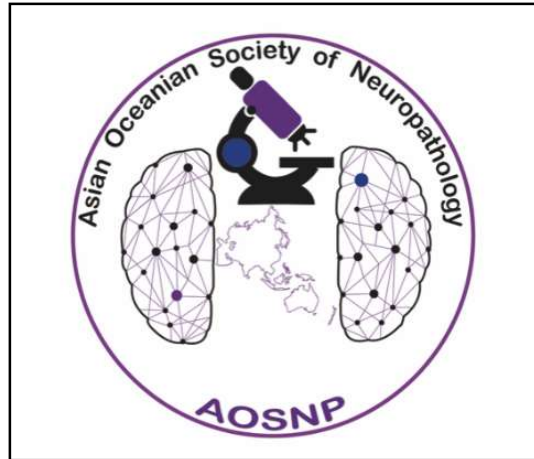


ASIAN OCEANIAN SOCIETY OF NEUROPATHOLOGY (AOSNP)

BYLAWS



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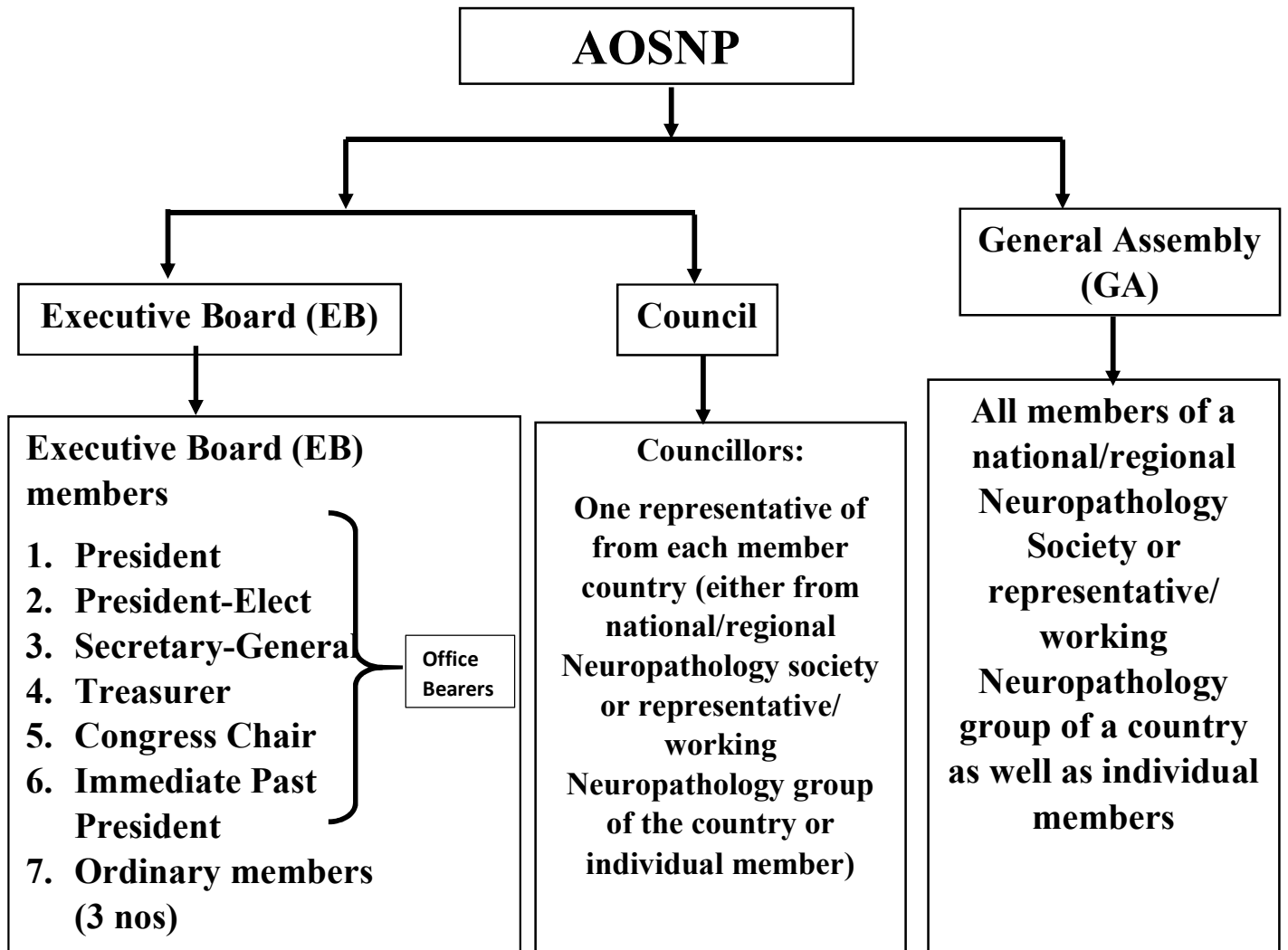
Approved by Executive Board and Council:

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STRUCTURE OF AOSNP



ARTICLE I: AIMS AND OBJECTIVES

Section 1: Name

The name of this society shall be the “Asian Oceanian Society for Neuropathology” (AOSNP).

Section 2: Aims and Objectives

2.1. AIMS

The AOSNP is a non-profit organization that aims to achieve the following in the Asian Oceanian region:

- 2.1.1. Enhance the quality of practice of neuropathology.
 - 2.1.2. Promote its development and advancement as a subspecialty
 - 2.1.3. Endorse collaboration and exchange of knowledge
 - 2.1.4. Encourage educational activities and research in neuropathology and allied disciplines.
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2.2. OBJECTIVES

- 2.2.1. Promote research, practice, and teaching of Neuropathology throughout Asia and Oceania.
- 2.2.2. Initiate and maintain cooperation between national and regional societies and working groups of Neuropathology in the Asian-Oceanian region.
- 2.2.3. Foster the formation of national and regional societies of Neuropathology in the Asian-Oceanian region.
- 2.2.4. Foster and maintain links with other international organizations in the fields of neurological sciences and the various appropriate branches of Neuropathology.
- 2.2.5. Organize international congresses, meetings, colloquia, symposia, seminars, webinars, etc., in the field of Neuropathology.

- 2.2.6. Encourage the exchange of persons engaged in Neuropathology between countries, with special reference to those undergoing training.
- 2.2.7. Create uniform guidelines for diagnosing and reporting tumors and other diseases in Neuropathology related to the availability of resources in the region.
- 2.2.8. Provide guidelines for teaching/training in neuropathology.
- 2.2.9. Undertake collaborative research studies involving member countries in the region, emphasizing the crucial problems in the region.

ARTICLE II: MEMBERSHIP

Section 3: Member Country/Region

- 3.1. Membership of the Country/Region shall be open to each country in Asia and Oceania.
- 3.2. A country may apply for membership when it can claim to have a National Society* of Neuropathology or a Representative/Working Neuropathology Group** (as defined below). It may also participate as part of a Regional society***.
- 3.3. A regional society***, covering two or more countries, will be treated as one member.
- 3.4. All members on the said National/Regional Neuropathology Society or Representative/Working Neuropathology Group shall be considered members of AOSNP.
- 3.5. A National/Regional Neuropathology Society or Representative/Working group can become a member if it fulfils the following conditions:
 - i) Applies in writing to the Central Office of the Society.
 - ii) Undertakes to make a financial contribution by paying annual membership fees (\$200 USD per annum).
 - iii) The Executive Board (EB) will approve the application.
 - iv) This will then be ratified by the Council.
- 3.6. Voting rights will be granted only if the Member Country National/Regional Society/Regional Neuropathology Society or Representative/Working group pays annual dues.

*A national society of neuropathology is defined as one that consists of medical practitioners and other scientists who are actively engaged in the field of neuropathology: such a society

may exist as an independent organization or as a particular group within a national organization with broader terms of reference, e.g., a section of neuropathology within a national society. (For instance, the Turkish Neuropathology Working Group is a section of the Turkish Society of Pathology, and it thus has to be categorized as a national society.)

******A Representative group/Working Group is defined as a group of experts working in the subject area of neuropathology and who meet/plan to meet regularly to discuss and undertake activities in this subject area in the absence of a formal national society of Neuropathology.

*******A Regional Society of Neuropathology is defined as one that covers two or more countries in a general geographical region with common interests in Neuropathology and aims to promote their national interests through cooperation and dialogue.

Section 4: Individual Member

- 4.1. Any individual person with a significant interest in Neuropathology/Neurosciences **OR** any professional involved in research, clinical, or social activity in Neuropathology/Neurosciences will be eligible to apply, whether or not the said person is already a member of a National/Regional Neuropathology Society or Representative/Working Neuropathology Group.
- 4.2. Acceptance of membership will be by approval of the EB and ratification by the Council.
- 4.3. He/she will have to pay annual membership fees (\$ 50 USD per annum).

Section 5: Membership fees

- 5.1. Each member country National/Regional Neuropathology Society or Representative/Working Neuropathology Group shall pay the membership fees, which should be paid annually on or before 31 December (\$ 200 USD).
- 5.2. Individual members shall pay an annual subscription, which is mandatory to exercise membership privileges (\$ 50 USD).
- 5.3. The Office Bearers of the EB may rationalize and adjust membership fees and other dues.

- 5.4. Any National/Regional Neuropathology Society or Representative/Working Neuropathology Group with arrears of membership dues shall lose voting rights until settled. If arrears are not settled in 2 years, notice of suspension shall be given to the society. If the situation remains unsettled, the suspension will be automatically enforced one month after the notice. Settlement of the arrears within this period will automatically restore active membership status.
- 5.5. For individual members also, loss of membership will occur automatically after non-payment of membership fees for a period over two years.

Section 6: Membership entitlements

- 6.1. Members whose National/Regional Neuropathology Society or Representative/Working Neuropathology Group have paid the annual dues as well as Individual members who have paid their annual dues will be eligible to be nominated to serve as EB members and Councillors of the Society.
- 6.2. Members of each member Country National/Regional Neuropathology Society or Representative/Working Neuropathology Group and Individual members will be entitled to attend the meetings as well as academic and educational events of AOSNP (irrespective of whether dues are paid or not). They can also attend the General Assembly meeting that will be held during the Congress (AOCN).
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Section 7: Termination or Suspension of Membership

- 7.1. A Member Society (National/Regional Neuropathology Society or Representative/Working Neuropathology Group) may resign after giving due notice and having fulfilled all obligations.
- 7.2. Membership of the National Regional Neuropathology Society or Representative/Working Neuropathology Group/Individual Membership may be terminated or suspended on the following grounds:
- (a) By default in payment of annual membership fees over a period of time which shall not usually exceed two years (Twenty Four months).

(b) If any action/s of the member contravenes the Constitution and is deemed to be detrimental to the reputation or interests of the Society, such as acting contrary to the Bylaws, articles, rules, or resolutions of the Society, provided the said member/society has been duly invited to guarantee a remedy on two occasions and has failed to provide satisfactory evidence of mitigating circumstances

7.3. Such termination or suspension can only be made by the members of the EB and by a two-thirds (2/3) majority of the members of the Council present and entitled to vote.

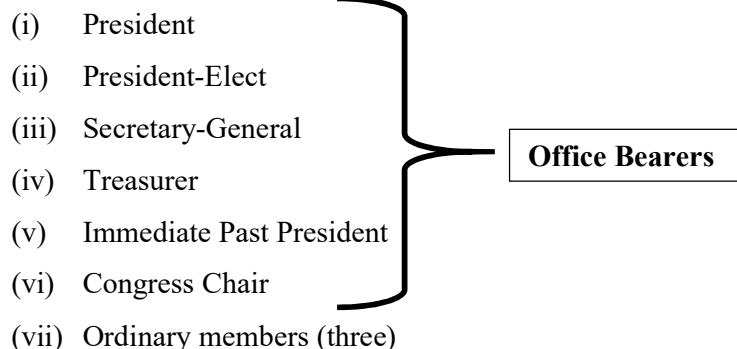
7.4. Written notice will be given to the affected Member Country/Region/Representative group/Working group/Individual member. Such notice shall be subject to a period to be fixed by the EB but shall not be less than six (6) calendar months, during which time the affected party will have the right to reply/appeal to the EB.

ARTICLE III: EXECUTIVE BOARD (EB) AND COUNCIL

Section 8: Composition of Executive Board

8.1. The Executive Board (EB) shall be comprised of Nine (9) EB members. Of these Six (6) will be Office Bearers and three (3) will be Ordinary members. President-Elect will automatically become the next President.

All will have voting rights. A quarter shall be deemed to be a quorum.



8.2. The Council shall comprise of Councillors. All will have voting rights. A quarter shall be deemed to be a quorum.

- i) One representative of each Member Country National/Regional Neuropathology Society or Representative/Working Neuropathology Group/Individual member will be nominated on the Council.
- ii) They are representatives appointed by the National/Regional Neuropathology Society or Representative/Working Neuropathology Group. The concerned National /Regional Society/Representative Group/Working Group can decide on the method of appointing them.
- iii) The representative should have the same nationality in which the Member Country/Region is located.
- iv) The Member Country National/Regional Neuropathology Society or Representative/Working Neuropathology Group will nominate its respective representative who will then be approved by the Executive Board to become the Councillor.
- v) If the Representative is replaced, the Member Country National/Regional Neuropathology Society or Representative/Working Neuropathology Group should inform the Secretary immediately, and the Executive Board will approve the replacement.
- vi) In the absence of nomination from a National/Regional Neuropathology Society or Representative/Working Neuropathology Group or if there is more than one nomination, the President has the power to select one member from the respective country as a Councillor.
- vii) In addition, the President has the power to nominate an individual member to the Council in the absence of a National/Regional Neuropathology Society or Representative/Working Neuropathology Group in that country.
- viii) There will be only one vote per National/Regional Neuropathology Society or Representative/Working Neuropathology Group/Individual member.

Section 9: Election of Executive Board members and Councillors

- 9.1. Executive Board (EB) members and Councillors should reside in the Asian and Oceanian regions.
- 9.2. All 9 members of the EB and the Councillors will have voting rights. However, there will be only one vote for one country. It will be preferable to have EB members and

Councillors from different countries of the Asian Oceanian region. However, in situations where there is both EB member and a Councillor from the same country, they have to talk to each other and decide who will vote because only one vote will be allowed from one country.

9.3. Election procedures for EB members will be held during the joint meeting of the EB and Council to be held intermediate between two AOCN conferences. The procedure at this meeting will be as follows:

- i) In this meeting the Council will vote for the new President-Elect from amongst the Council members. Voting can be done by electronic means or any other prescribed electronic means or by raising hands.
- ii) During the election, the name of any EB member currently holding a position, as well as any Councillor, may be proposed and seconded for the position of President-Elect, provided that the proposer shall have previously ascertained that the person is prepared to accept the office. However, once a Councillor is appointed as an Office Bearer of EB, he shall no longer serve as Councillor.
- iii) Then the President will nominate Secretary-General, Treasurer and Ordinary Members, again from among the Council members. The Council will approve all these office bearers of EB.
- iv) If a Councillor becomes an EB member by voting, then the National/Regional Neuropathology Society or Representative/Working Neuropathology Group can nominate another Councillor from that country to the Council. In case no nomination is received then the President has the power to nominate any member including individual member from that country to the society.
- v) The host country for the next conference has to appoint a Congress Chair and will inform the EB regarding appointment of Congress Chair. The Congress Chair will then be included as an Office Bearer of current EB for the next two years.
- vi) This new EB will assume office/take charge in the joint meeting of EB and Council which will be held during the AOCN. The President-Elect will automatically become the President.
- vii) All new EB members shall assume office at the close of the Congress. All outgoing Officer Bearers shall prepare and deliver in writing to their successors' transition information, documents, and committee protocols on or before the close of the

joint meeting at which their successor is elected or appointed to facilitate the Society's ongoing activities.

9.4 Election procedures for Councillors will be held during the joint meeting of the EB and Council to be held intermediate between two AOCN conferences. The procedure at this meeting will be as follows:

- i) In this meeting, the Secretary-General will invite for applications from Member Country National/Regional Neuropathology Society or Representative/Working Neuropathology Group to send names of Councillors from each country.
- ii) The names of the Councillors can be either be proposed during this meeting or sent later by the National/Regional Neuropathology Society or Representative/Working Neuropathology Group to the Secretary-General by e-mail.
- iii) The new Councillors thus nominated will then be approved by the existing EB as per the bylaws (Section 3). This can be done either by circulation among the EB members or by holding a special online meeting of EB any time before the next Congress.
- iv) In the absence of nomination from a National/Regional Neuropathology Society or Representative/Working Neuropathology Group or if there is more than one nomination, the President has the power to select one member from each country as a Councillor.
- v) In addition, the President has the power to nominate an individual member to the Council in the absence of a National/Regional Neuropathology Society or Representative/Working Neuropathology Group in that country.
- vi) The new Council will assume office/take charge in the joint meeting of EB and Council which will be held during the AOCN.

Section 10: Tenure of EB and Council

10.1. President's term of office will be for only four years.

10.2. The Secretary-General, Treasurer and Ordinary members shall remain in office for four years. However, both are eligible for re-nomination for one additional four-year term. Once their term is completed, they are also eligible to contest for the post of President-Elect.

10.3. Councillors shall generally serve for a term of 4 years and shall be eligible to serve up to 8 years. Councillors shall not usually serve for more than two consecutive terms. They are also eligible to contest for the post of EB member.

10.4. The term of office of Office Bearers as well as Councillors shall coincide with the four-year period commencing and concluding with the Asian Oceanian Congress of Neuropathology (AOCN).

10.5. Exit clause

- i) If an EB member decides to discontinue office during the 4 years tenure, the President will have the power to nominate somebody from the Council to take over the office of the EB member during the remaining term.
- ii) If a Councillor decides to discontinue office during the 4 years tenure, then the President will have the power to nominate one person from the General Assembly for the remaining term of office.

Section 11: Power and Functions of EB

11.1. The EB shall supervise the affairs of the AOSNP.

11.2. Will serve as the governing body of the AOSNP.

11.3. The President will nominate other office bearers, viz. Secretary-General, Treasurer and Ordinary members all of whom shall be approved by the Council.

11.4. Determine the host National/Regional Neuropathology Society or Representative/Working Neuropathology Group for the next Congress.

11.5. Approve new membership from National/Regional Neuropathology Society or Representative/Working Neuropathology Group.

11.6. Approve names of Councillors proposed/nominated by National/Regional Neuropathology Society or Representative/Working Neuropathology Group.

11.7. In the absence of nomination from a National/Regional Neuropathology Society or Representative/Working Neuropathology Group or if there is more than one nomination, the President has the power to select one member from each country as a Councillor.

- 11.8. In addition, the President has the power to nominate an individual member to the Council in the absence of a National/Regional Neuropathology Society or Representative/Working Neuropathology Group in that country.
- 11.9. If an EB member decides to discontinue office during the 4 years tenure, the President will have the power to nominate somebody from the Council to take over the office of the EB member during the remaining term.
- 11.10. If a Councillor decides to discontinue office during the 4 years tenure, then the President will have the power to nominate one person from the General Assembly for the remaining term of office.
- 11.11. Appoint/Approve formation of subcommittees as it considers necessary from time to time.

Section 12: Power and Functions of Council

- 12.1. Voting/ Election for the President-Elect.
- 12.2. Approval of the members nominated by President as Secretary-General, Treasurer, Congress Chair and Ordinary Members.
- 12.3. Ratification of new membership from National/Regional Neuropathology Society or Representative/Working Neuropathology Group and Individual members.
- 12.4. Approval to the host country who will agree to host the next AOCN conference. If there are multiple bidders, then the decision will be taken by voting by the EB and Council.
- 12.5. Approval of any matters/decisions taken by the EB regarding the working of society and its activities.
- 12.6. Approval of amendment of Bylaws as and when necessary (– this may require voting by Council Members).
- 12.7. Ratification of report of the EB (Secretary-General's and Treasurer's Report) presented during the joint meetings.

Section 13: Meetings of EB and Council

13.1. Frequency of meeting: The EB should have a meeting at least once a year during its four year period. Joint meeting of the EB and Council should be held at least once every two years to deliberate on the functions of the AOSNP. One joint meeting will be held at the time of international Congress (AOCN). Second joint meeting will be held mid-way / in between two international Congresses.

13.2. Place & Time: One joint meeting shall coincide with the date and place of the AOCN international Congress. Another joint meeting has to be held at some time intermediate between two International Congresses (AOCN).

13.3. Notice & Agenda: The Notice and agenda of meetings, in appropriate forms of communication, preferably email, shall be sent to Councillors at least three months before the date of the meeting.

13.4. Mode: The meetings can take place physically or can be conducted electronically/virtually/hybrid or by any other means.

13.5. Emergency Meetings: Can be convened by the President or on a request to the Secretary-General received from at least one quarter of the Councillors. The notice for this should be sent to the Councillors at least 30 days prior.

13.6. Quorum: One-fourth of the members shall constitute a quorum. If a quorum is not present within 15 minutes from the time appointed for the meeting, the meeting shall be adjourned for 5 to 10 minutes. If a quorum is still not present at such an adjourned meeting, then the meeting will be reconvened after 5-10 minutes and the members present shall form the quorum.

13.7. At the joint meeting of EB and Council held at the time of each international Congress (AOCN), following activities will be carried out:

- i) Secretary and Treasurer will present reports which will be ratified by Council.
- ii) Congress Chair will present a report about the conference.
- iii) During this joint meeting, the President will also ask the Council as to who will host the next conference. If there are multiple bidders, then there will be voting by the EB and Council members. The decision of the hosting country of the next Congress will have to be the approved by the EB and Council.

- iv) At the close of the Congress (AOCN), all new members of EB (Office Bearers and Ordinary members) will take charge.
- v) Also at the close of the Congress (AOCN), new Council with Councillors from various National/Regional Neuropathology Society or Representative/Working Neuropathology Group or Individual members as approved by EB will take charge.
- vi) The exiting President and Secretary-General will welcome the new EB members and Councillors.
- vii) All outgoing Officer Bearers shall prepare and deliver in writing to their successors' transition information, documents, and committee protocols on or before the close of this joint meeting at which their successor is appointed to facilitate the Society's ongoing activities.

13.7. At the joint meeting of EB and Council held intermediate between two international Congresses, the following activities will be carried out:

- i) Transacting the business of the Society.
- ii) Electing/Voting for the new President-Elect by the Council.
- iii) Nomination of other Office Bearers of EB (Secretary-General, Treasurer and Ordinary members) by the President and their approval by the Council.
- iv) Approving appointment of Congress Chair and Congress committee of the host country of next Congress.
- v) President nominating two EB members in Congress committee.
- vi) In this meeting, the Secretary-General will also invite for applications from Member Country National/Regional Neuropathology Society or Representative/Working Neuropathology Group to send names of new Councillors from each country.
- vii) The names of the new Councillors can be either be proposed during this meeting or sent later by the National/Regional Neuropathology Society or Representative/Working Neuropathology Group to the Secretary-General by e-mail.
- viii) The new Councillors thus nominated will then be approved by the existing EB as per the bylaws (Section 3). This can be done either by circulation among the EB members or by holding a special online meeting of EB any time before the next Congress.
- ix) In the absence of nomination from a National/Regional Neuropathology Society or Representative/Working Neuropathology Group or if there is more than one

nomination, the President has the power to select one member from each country as a Councillor.

- x) In addition, the President has the power to nominate an individual member to the Council in the absence of a National/Regional Neuropathology Society or Representative/Working Neuropathology Group in that country.
- xi) This new EB will assume office/take charge in the next joint meeting of EB and Council which will be held during the next AOCN. The President-Elect will automatically become the President. The new Council will also assume office/take charge in the joint meeting of EB and Council which will be held during the AOCN.

13.8. Decisions:

- i) To enact any amendments to the Bylaws, at least a third of all Council members must be represented at the meeting or via an electronic ballot, whose votes are to be weighted.
- ii) For all other items, including election of office bearers, rule 13.5 of quorum will apply.
- iii) If a vote is equally divided, the President or Chairman of the meeting (for the time being) shall have the casting vote.

Section 14: Roles & Responsibilities of EB members

14.1. PRESIDENT

- i) The President shall preside at all meetings of the Council.
- ii) Shall exercise a general supervision over the affairs of the Society.
- iii) The President will nominate the Secretary-General, Treasurer, and two ordinary members of the Society, which will be approved by the Council.
- iv) The President, with the approval of the Council, shall be empowered to fill any vacancy that may arise in the offices of the Society and its committees.
- v) The President shall prepare an address for each Council meeting and review the society's activities during this time.
- vi) The President shall sanction all expenditures in consultation with the Secretary-General and Treasurer.

- vii) The President shall appoint the chairpersons of the various society committees (as needed).
- viii) At the International Congress (AOCN), the President will address the General Assembly and introduce the new president of the Society.
- ix) He/she will deliver a Presidential Oration during the AOCN.
- x) Will have voting rights.
- xi) Shall represent AOSNP in appropriate and necessary international meetings.
- xii) In the absence of nomination from a National/Regional Neuropathology Society or Representative/Working Neuropathology Group or if there is more than one nomination, the President has the power to select one member from each country as a Councillor.
- xiii) In addition, the President has the power to nominate an individual member to the Council in the absence of a National/Regional Neuropathology Society or Representative/Working Neuropathology Group in that country.
- xiv) If an EB member decides to discontinue office during the 4 years tenure, the President will have the power to nominate somebody from the Council to take over the office of the EB member during the remaining term.
- xv) If a Councillor decides to discontinue office during the 4 years tenure, then the President will have the power to nominate one person from the General Assembly for the remaining term of office.

14.2. PRESIDENT-ELECT

- i) Shall perform the duties of the President in case of the President
 - being absent or
 - incapacitated or
 - resigned
- ii) Shall perform other duties as may be delegated to him/her by the President or the Council.
- iii) Shall assist the President in his/her duties.
- iv) Will have voting rights.
- v) Will automatically assume change as the next President.

14.3. SECRETARY-GENERAL

- i) Shall be responsible for preparing and circulating the notice and agenda of Council meetings and any other notices/information to the Council.
- ii) Shall record the minutes of the meetings of the Council and General Assembly.
- iii) Shall be responsible for seeing that the decisions of the Council are implemented.
- iv) Shall act as the communications officer for the society, reminding officers and committee chairs of deadlines for their activities.
- v) Shall be responsible for the care of records and reports of the Society.
- vi) The Secretary shall keep a membership book containing each member's name and address.
- vii) Shall maintain and upgrade records of memberships and addresses.
- viii) Shall be responsible for publishing essential notices concerning the Society and its activities in some appropriate websites/journals.
- ix) Will have voting rights.
- x) Will maintain the website of the society
- xi) The Secretary shall certify and keep the original or a copy of these Bylaws as amended or otherwise altered to date.
- xii) Shall perform such other duties as may be prescribed by the Executive Board or the President, under whose supervision the Secretary-Treasurer shall function.

14.4. TREASURER

- i) Shall receive all subscriptions/memberships, gifts and bequests.
- ii) Shall deposit all money received by the society in the Society's bank account. At the discretion of the Council, more than one signature may be required on bank cheques and all other documents.
- iii) Shall prepare and present a draft statement of income and expenditure (balance sheet) and the budget at interval meetings of the Council and the finalized and pre-circulated form at the Council meeting at the time of each Congress.
- iv) Shall expand the funds of the Society under the policies and budget approved by the Council.

- v) Shall supply the Audit Committee/Auditors copies of records prior to the Congress meeting. A report of the Audit Committee shall be presented to the Council during its meeting of the Congress.
- vi) Will have voting rights.
- vii) The Treasurer shall have custody of all AOSNP funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to AOSNP.
- viii) Shall deposit all money and other valuable effects in the name and to the credit of AOSNP in such depositories as may be designated by the Executive Board.
- ix) Shall disburse the funds of AOSNP as ordered by the Executive Board, taking proper vouchers for such disbursements.
- x) The Treasurer shall make a report of the finances of AOSNP to the Executive Board and shall otherwise render an account of transactions as Treasurer and of the financial condition of AOSNP under currently acceptable accounting practices.

14.5. CONGRESS CHAIR

- (i) The hosting country of the next AOSNP Congress (AOCN) should be approved at the joint meeting of EB and Council that will be held during the time of the present/current AOCN Congress.
- (ii) The Congress Chair shall be designated by the hosting Member Country National/Regional Neuropathology Society or Representative/Working Neuropathology Group at least two years before the Congress. The EB and Council will approve this at the joint meeting of EB and Council that will be held intermediate between two AOCN Congress.
- (iii) The term of the Congress Chair will be for two years, beginning just after the intermediate EB and Council meeting and ending on the last day of the AOSNP Congress meeting.
- (iv) The Congress Chair will constitute a Congress Committee comprising of members from the host country and this will be approved by EB.
- (v) The President of AOSNP will nominate two members from the EB to be part of the Congress committee.

- (vi) The Congress committee will update the EB at regular intervals about the progress of the Congress arrangements and scientific program.
- (vii) The principal topics and themes for the Congress will be decided in conjunction with the EB.
- (viii) There will be one Presidential Oration during the AOCN.
- (ix) The Congress chair shall attend the EB and Council meeting, which will be held during the AOCN Congress, and will update the EB and Council regarding the conference.

14.6. ORDINARY MEMBERS:

- i) Will assist the office bearers in the activities of the society.
- ii) Any other duty/responsibility delegated by President.

Section 15: Committees

- 15.1. The GC/EB can decide on the creation, modification and cancellation of Committees, without such decision requiring a modification of the Bylaw of AOSNP. The Executive Board can define their aim, their activities and the management structure of the Committees.
- 15.2. The president nominates the Committee chair, who should then be approved in the GC/EB Meeting.
- 15.3. The Chair of the corresponding Committee nominates the vice Chair and then should be approved in the GC/EB Meeting.
- 15.4. The Committees can establish supplementary provisions to accomplish their activities according to their aims. The proposed supplementary provisions should be approved by the GC/EB.

ARTICLE IV: GENERAL ASSEMBLY

Section 16: Composition

The General Assembly is composed of all members as defined in ARTICLE II, SECTION 3 and 4.

Section 17: Meeting

The General Assembly will meet on the occasion of the AOCN Congress. Notice of the meeting should be announced by e-mail, fax, postal mail, or the website at least 30 days before the assembly.

Section 18: Purpose

The Executive Board should report the AOSNP affairs to the General Assembly.

ARTICLE V: GENERAL PROVISIONS

Section 19: Fiscal Year

The fiscal year of AOSNP shall be as determined by the Executive Board.

Section 20: Central Office

- 20.1. AOSNP's Central Office should be located in the Asian & Oceanian regions.
- 20.2. The first AOSNP Central Office will be located in Japan and supervised by the Japanese Society of Neuropathology.
- 20.3. The designation of the city or country of AOSNP's Central Office may be changed by amendment of these by-laws.
- 20.4. The central office will keep a record of all the member countries and open a bank account to collect the membership fees.

Section 21: Working Office

- 21.1. The working office will be in the national society of the country, where Secretary-General is located.
- 21.2. The working office will look after the activities of the society during the tenure of the Secretary-General for 4 years.
- 21.3. It will shift every 4 years at the time of the AOCN conference to the country from which the Secretary-General will be elected.

Section 22: Budget and Accounts

The Executive Board is obligated to submit the accounts to the Council for their approval.

Section 23: Asian Oceanian Congress of Neuropathology (AOCN).

Will be held once in 4 years (anytime convenient between September and November of that year)

- (i) During the joint meeting of the EB and Council at the time of the present/current AOCN Congress, the President will ask the Council as to who will host the next conference. If there are multiple bidders, then there will be voting by the EB and Council members. The decision of the hosting country of the next Congress will have to be approved by the EB and Council at this joint meeting.
- (ii) The Congress Chair shall be designated by the hosting Member Country National/Regional Neuropathology Society or Representative/Working Neuropathology Group at least two years before the Congress. The EB and Council will approve this at the joint meeting of EB and Council that will be held intermediate between two AOCN Congress.
- (iii) The term will be for two years, beginning just after the intermediate EB and Council meeting and ending on the last day of the AOSNP Congress meeting.
- (iv) The Congress Chair will constitute a Congress Committee comprising of members of the host committee. This will be approved by EB.

- (v) The President of AOSNP will nominate two members from the EB to be part of the Congress committee.
- (vi) The Congress committees will update the EB at regular intervals about the progress of the Congress arrangements and scientific program.
- (vii) The principal topics and themes for the Congress will be decided in conjunction with the EB.
- (viii) There will be one Presidential Oration during the AOCN.
- (ix) The Congress chair shall attend the EB and Council meeting, which will be held during the AOCN Congress, and will update the EB and Council regarding the conference.