

ALZHEIMER'S AND RELATED DISORDERS SOCIETY OF INDIA

(A. R. D. S. I.)

PREFACE

Dementia is the cause of disability in 5% to 10% of the world's population aged 60 years and above. It is estimated that there are approximately three million people with dementia in India and the number is rapidly increasing. In spite of the high prevalence, there is very low awareness about the disease among the public and the medical fraternity.

Dementia is a progressive disease of the brain that impairs memory and affects personality and intellect. The impairment leads to deterioration of social and occupational functioning. There are many types of dementia. Alzheimer's Disease is the most common form. Most of the dementias are irreversible. There is a need for early diagnosis, intervention and rehabilitation. Despite extensive research that is going on in different parts of the world, there is still no cure for most irreversible dementias like Alzheimer's disease.

The ideal place where the people with dementia can be cared for is their own homes. Due to the nature of the disease, their family members have problems in coping with the various behavioral problems that emerge as the disease progresses. The family needs support, help, and guidance to improve the quality of care and also need legal advice. The Tropical Health Foundation of India, a registered non-profit voluntary health organization, held the National Seminar on dementia at the Renewal Center, Cochin on 16th and 17th November 1991. This seminar drew the attention of the public and the medical professionals and discussed the various aspects of dementia care and research.

The participants of the seminar unanimously resolved that a National Organization be formed consisting of members of families affected with dementia, doctors, nurses, social workers and all those interested in joining hands to combat this disease and help people with dementia and their families. Dr. K. Jacob Roy, the Organizing Secretary of the seminar and the Executive Director of Tropical Health Foundation of India, was entrusted with this task.

ALZHEIMERS' AND RELATED DISORDERS SOCIETY OF INDIA (ARDSI)

MEMORANDUM OF ASSOCIATION

1. NAME:

The name of the Society shall be Alzheimer's and Related Disorders Society of India.

2 ADDRESS:

The address of the National Office of the Society shall be: Guruvayur Road, P.O.Box.53, Kunnamkulam, 680 503, Kerala, India.

Phone: 0091-4885-223801/222939

Fax: 0091-4885-222347

E-mail : alzheimr@md2.vsnl.net.in

Website: www.alzheimerindia.org

3 REGISTERED OFFICE:

The registered office of the Society shall be: -

Madavana Temple Road, Palarivattom, N.H. By Pass,

Vennala P.O. Cochin -682028

Phone: 0091-484-2808088

E-mail : alzheimr@md2.vsnl.net.in

Web site : www.alzheimerindia.org

4 JURISDICTION:

The Society shall operate all over India. However, for legal matters the Society shall come under the jurisdiction of the courts in Ernakulam district. The Society shall operate all over India. However, for legal matters the Society shall come under the jurisdiction of the courts in Ernakulam district.

5 SCOPE:

(A) NATURE OF FUNCTIONING:

The Society shall be secular, non-profit, national, voluntary Organization to which other organizations established with similar objectives may seek and secure affiliation.

(B) ORGANIZATIONAL STRUCTURE:

The organizational structure of the Society shall consist of National office, Zones at regional level, Chapters at local level and support groups, as decided by the general body from time to time. The Zones and Chapters shall be associated with the National Office by signing a Memorandum Of Understanding.

6 OBJECTIVES:

The Society's objectives shall be:-

- a. To give support, succour, help and information to families of persons affected by dementia.
- b. To initiate and encourage formation of chapters of the Society, support groups and dementia care centers through out India.
- c. To secure from Governmental and non-governmental sources, better facilities for care, for and on behalf of, those affected by dementia.
- d. To undertake and support research into the causes, prevalence and other aspects of dementia.
- e. To bring to the attention of various Governmental agencies the needs of the demented, especially the need to have dementia recognized as a handicap of the elderly, so that they are placed on par with people suffering from other handicaps and resources reallocated in a more equitable manner.
- f. To encourage training of health personal in geriatric care and dementia.
- g. To educate the general public about dementia through all available media.
- h. To develop "help lines" to those who have to care for the demented by setting up help groups and by linking and creating net works of such support services to make them more productive and economical and to integrate them with in the social and cultural milieu of India.
- i. To arrange and conduct training programs for caregivers and to organize seminars, medical camps and relief work.
- j. To provide incentive and encouragement to other voluntary associations and individuals engaged in research in Alzheimer's and related disorders and in the care and management of the demented.
- k. To collaborate with various national, state and local governmental agencies concerned, especially health and welfare departments, non-governmental organizations, other National Alzheimer's organizations, Alzheimer's Disease International, World Health Organization and other International agencies in the pursuit of all or any of the above objectives and, further, promote exchange of medical and research personnel between institutions.
- l. To provide guidance in legal matters to the demented and to intervene on their behalf wherever or whenever necessary or feasible.
- m. To do all such things as are incidental or conducive to the attainment of the above objectives or any one of them.

7. THE GOVERNING BODY:

The names, addresses and other details of the first members of the Governing Body, who shall be responsible for the management of the Society in accordance with the Rules and Regulations hereto appended, are as follows:

Sl.No.	Name	Address	Occupation	Designation
1.	Dr. S.Rajkumar	9,Third Main Road, R. A. Puram, Madras 28	Consultant Psychiatrist	President
2.	Dr. Vinod Kumar	Prof. of Medicine, AIIMS, Ansari Nagar, New Delhi - 110029	Consultant Physician	Vice President
3	Dr. K. Jacob Roy	Villa Tropicana 496/XV, Trissur Rd., Kunnamkulam - 680503	Child Health Consultant	Secretary General
4.	Maj. A.V. Thomas (Retd)	A.V.'s Home, Guruvayur Road, Kunnamkulam - 680503	Retired Army Officer and Social Worker	Joint Secretary General
5.	Dr. K.C. George	Project Coordinator, NVP Center for Community Mental Health & Dementia, Thevanal Valley, Vettical P.O. Mulanthuruthy, Ernakulam - 682314	Scientist and Social Worker	Member

6.	Dr. Vijay Chandra	Director, Center for Ageing Research, F 1/3, Vasanth Vihar, New Delhi - 110057	Consultant Neurologist	Member
7.	Mrs. Lena A Tavares	5 Char Dham, 1st Road, TPS IV Bandhra Mumbai - 400050	Social Worker	Member
8.	Capt. P.V. George IN (Retd)	Anchorage, Muttom, Aluva - 683106	Retired Naval Captain and Social Worker	Member
9.	Dr. K.P. Poulose	Consultant to Regional Cancer and Chief Physician, S.U.T.Hospital, Pattam, Trivandrum-690004	Consultant Physician	Member
10.	Mr. George Kuriakose	Oliyil Koonampillil, 29/9 New Toc'h Road, Vytilla, Ernakulam, Pin-692019	Business man and Social Worker	Member
11.	Dr. Chittaranjan Andrade	Dept. of Psycho Pharmacology, National Institute of Mental Health & Neuro Sciences, Bangalore - 560029	Consultant Psychiatrist	Member
12.	Dr. M Chandra Sekharan Nair	Director, Nair's Hospital, NH Bye pass, Vytilla, Ernakulam	Consultant Psychiatrist	Member
13.	Dr. K.S. Shaji,	Dept. of Psychiatry, Medical College, Trissur, Kerala	Consultant Psychiatrist	Member
14.	Dr. Abdul Kadir	Consultant Psychiatrist, Chittor Road, Near YMCA, Ernakulam	Consultant Psychiatrist	Member
15.	Mr. Girish Gupta	Secretary General, Respect Age International, HO BunglawJeeni Mondri, Agra-282004	Social worker	Member
16.	Mrs. Lilly Jacob	Villa Tropicana, Trissur Road, Kunnamkulam - 680503	Social Worker	Member
17.	Mr. K. Promodu	NVP Center for Community Mental Health and Dementia, Clinical, Thevanan Valley, Vettival P.O. Mulanthuruthy (via), Ernakulam – 682 3140	Clinical Psychologist	Member

ALZHEIMER'S AND RELATED DISORDERS SOCIETY OF INDIA (ARDSI)

RULES AND REGULATIONS

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- d. To undertake and support research into the causes, prevalence and other aspects of dementia.
- e. To bring to the attention of various Governmental agencies the needs of the demented, especially the need to have dementia recognized as a handicap of the elderly, so that they are placed on par with people suffering from other handicaps and resources reallocated in a more equitable manner.
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- l. To provide guidance in legal matters to the demented and to intervene on their behalf wherever or whenever necessary or feasible.
- m. To do all such things as are incidental or conducive to the attainment of the above objectives or any one of them.

7. Patrons:

The Society shall have as patrons, persons of great eminence. The number of patrons shall not exceed five.

8. Membership:

The membership of the Society shall be open to any one, irrespective of caste, creed or community. There shall be three types of members; Life members, Ordinary members and honorary members.

a. Life members:

Persons who are enrolled as member upon a one time payment at the time of admission of a subscription of Rs.1,000/- (Rupees one thousand only) in case of persons residing in India or US dollars 250 (US dollars two hundred and fifty only) in case of persons residing outside India.

b. Ordinary members:

Persons who are enrolled as members on payment at the time of admission of an annual subscription of Rs.100/- (Rupees one hundred only) in case of persons residing in India or US dollars 25 (US dollars twenty five only) in the case of persons residing outside India and thereafter by 1st day of April of succeeding years.

c. Honorary members:

Persons of eminence who are invited to serve as honorary members as approved by the General Body of the Society.

- d. There shall be no limit to the number of life and ordinary members. However, the number of honorary members shall not exceed twenty five.
- e. A register containing names, addresses, occupation and date of admission of members shall be maintained at the National office of the society.
- f. A member of the Society shall cease to be a member:
- i) Upon the demise of the member.
 - ii) Upon acceptance of a letter of resignation by the Governing Body of the Society.
 - iii) If, in the opinion of the General Body of the Society, the member has acted against the interest of the Society. An explanation from a member defaulting in this manner shall be sought and placed before the General Body of the Society for consideration.
 - iv) If an Ordinary member defaults in payment of the prescribed annual subscription for which a grace period of three calendar months shall be allowed.

9. The Governing Body.

- a) The Governing Body of the Society shall consist of the following members. Five of these members shall be the Office bearers of the Society consisting of Chairman, Vice Chairman, Secretary General, Joint Secretary General and Treasurer. In addition to the above there shall be two honorary Vice Chairmen with out voting rights, nominated by the Chairman.
- i) One elected representative of each recognized Chapter.
 - ii) Immediate past Chairman for one term.
 - iii) Two representatives from the National Office nominated by the Chairman.
 - iv) In the absence of a Governing Board Member, he/she may authorize a representative from the office bearers of the Chapter to attend the meeting on his/her behalf.
- b) The term of office of the Governing Body shall be three years from 1st April to 31st March or till a new Governing Body is elected and has assumed office.
- c) The services of the members of the Governing Body shall be gratuitous.
- d) The Members of the Governing Body shall be eligible for re-election.
- e) The Governing Body shall: -
- i) Hear and discuss reports on the working of the Society submitted by the Secretary General and the statements of receipts and payments submitted by the Treasurer.
 - ii) Appoint sub-committees and delegate to them tasks as deemed fit.
 - iii) Appoint staff and determine their service conditions.
 - iv) Formulate rules for organizations operating under the auspices of the Society.
 - v) Set up medical and scientific advisory board comprising of eminent professionals to advise the Society.
 - vi) Approve expenditures incidental to the attainment of objectives within the budget sanctioned by the General Body of the Society.

- f) The Governing Body shall meet at least once in six months. The Secretary General shall convene such meetings by giving at least ten days notice to the members of the Governing Body. Should a matter of grave urgency arise, 48 hours notice shall suffice.
- g) The Secretary General shall hold a meeting of the Governing Body at the request of the Chairman or at least six members of the Governing Body in writing.
- h) The quorum of the Governing Body shall be 6 (six). In the event of failure to achieve quorum, those members who have presented themselves at the meeting shall assemble and decide upon a time, date and venue of the next meeting. For a meeting so convened the requirement of quorum as per this clause shall not be invoked.
- i) Any member of a Governing Body shall cease to be a member of that body if he is absent from three consecutive meetings without assigning proper reasons.
- j) If a vacancy arises in the Governing Body under any circumstances it shall not effect the functioning of that body. Such vacancy shall be filled by the Governing Body by co-option from among eligible members of the society, until the next Annual General Body meeting.

10. (A) OFFICE BEARERS: NATIONAL OFFICE

- a) **The Chairman:**
The Chairman shall preside over all the meetings of the Governing Body and General Body of the Society. He shall be responsible for the overall supervision and management of the Society.
- b) **The Vice Chairman:**
The Vice Chairman shall act, as Chairman in the latter's absence.
- c) **The Secretary General:**
The Secretary General shall convene the meetings of the Governing Body and the General Body of the Society as also other special meetings. The minutes of the proceedings of every meeting shall be recorded by the Secretary General in the minute's book to be signed by him/her and the chairperson of the meeting. He/she shall be responsible for all the correspondence of the Society and the safe keeping of all documents and assets of the Society. He/she shall present the Society's annual report to the General Body of the Society.
- d) **The Joint Secretary General:**
The Joint Secretary shall undertake tasks delegated to him by the Secretary General.
- e) **The Treasurer:**
The Treasurer shall be responsible for all finances of the Society subject to the directions of the Governing Body. He shall submit accounts regularly and prepare and present annual accounts to the appropriate bodies. He shall cause the accounts of the Society to be audited annually.
- f) **Executive Council:**
There shall be an Executive Council Consisting of the Office bearers as its members to take decisions on day-to-day functioning. However, such matters shall be presented in the Governing Body Meeting for ratification.
- g) **Procedure for election of Office Bearers:**
The election of the office bearers shall be held during the Annual General Body Meeting. The intimation regarding election shall be incorporated in the notice for the meeting as one of the items in agenda. The Members desirous to be elected to a post are required to submit their nominations to the Secretary General seven days prior to the Annual General Body Meeting. After scrutiny, the Secretary General shall circulate the names of the contestants during the meeting. The election shall be conducted by the Returning Officer nominated by the Chairman as per the rules and regulations framed by the Executive Council.

(B) OFFICE BEARERS : ZONES/CHAPTERS

- a) **The President:**
The President presides over the meetings of The Society. He shall be responsible for the over all supervision and management of the Zone/Chapter of the Society.

b) The Vice President:

The Vice President shall act, as President in the latter's absence.

c) The Secretary :

The Secretary shall convene the meetings of the Society as also other special meetings. The minutes of the proceedings of every meeting shall be recorded by the Secretary in the minute's book to be signed by him/her and the President of the meeting. He/she shall be responsible for all the correspondence of the Society and the safe keeping of all documents and assets of the Society. He/she shall present the Society's annual report to the General Body of the Society.

d) The Joint Secretary:

The Joint Secretary shall undertake tasks delegated to him by the Secretary General.

e) The Treasurer:

The Treasurer shall be responsible for all finances of the Society subject to the directions of the Governing Body. He shall submit accounts regularly and prepare and present annual accounts to the appropriate bodies. He shall cause the accounts of the Society to be audited annually.

11. The General Body:

a) The ultimate authority in all matters relating to the administration of the Society shall be the General Body of the Society comprising of its life members and ordinary members. They shall meet from time to time and in any case at least once a year to review the working of the Society.

b) The General Body of the Society shall function and exercise power as follows: -

- i) Formulate policies.
- ii) Pass annual accounts presented by the Treasurer.
- iii) Approve annual budget presented by the Treasurer.
- iv) Amend Rules and Regulations of the Society.
- v) Raise funds to sustain the activities of the Society.
- vi) Appoint Auditors of the Society.
- vii) Elect members to the Governing Body of the Society.
- viii) Consider recommendations of Governing Body in regard to admission of honorary members in the Society.
- ix) Do all such things as are expedient or conducive to the promotion of the interests of the Society.

12. Meetings of the General Body of the Society.

a) Twenty one (21) days notice shall be given to all members of the Society in the event of a meeting of the General Body being convened.

b) The quorum of a meeting of the General Body of the Society shall be twenty percent (20%) of the membership or 20 members of the General Body which ever is less. If within half an hour from the time appointed for holding the meeting, a quorum is not present, the meeting, if called upon by the requisition of the members, shall stand dissolved. In any other case, it shall stand adjourned to the same day in the next week at the same time and place for which no fresh notice shall be issued. If at the adjournment of the meeting also a quorum is not present, within half an hour from the time appointed for holding the meeting, the members present, irrespective of their number, and shall be deemed to form a quorum. If, for any reason, it thinks expedient to adjourn the meeting for a longer period than mentioned above, fresh notice shall be issued as required by clause 12 (a) hereof.

c) The annual general meeting shall be held every year to pass the annual report and audited accounts of the society and appoint auditors for the forth-coming year.

d) An extra-ordinary meeting of the general body of the Society may be convened by the Secretary General at the written request of at least ten percent (10%) of the members of the General Body of the Society or at the request of the Chairman of the Society. The decisions taken at such extra-ordinary meetings shall have the approval of at least 2/3 of the number of members present.

13. Disciplinary Proceedings:

The Governing Body shall appoint a disciplinary committee to enquire into disciplinary proceedings against any member if it is found that the activities of any member is detrimental to the interest of the Society or is not conducive for the smooth functioning of the Society. The Governing Body after giving due notice to the member and giving an opportunity of being heard, may terminate the membership or take any appropriate action. The decision of the Governing Body shall be final.

14. The Common Fund:

a) The Common fund of the Society shall be from: -

- i) Membership subscriptions.
- ii) Free will offerings from within and out side India.
- iii) Donations from within and outside India.
- iv) Endowments.
- v) Grant-in-aid from similar Societies.
- vi) Receipts from projects run or sponsored by the Society.
- vii) Loans from individuals and institutions.

b) The common fund of the Society shall be utilized for the following purposes:-

- i) To achieve the objectives of the Society.
- ii) For the conduct of meetings of the General Body.
- iii) For payment of salaries to the staff of the Society and to meet other expenses.
- iv) To construct or take on rent buildings necessary for the work of the Society and to furnish and equip such buildings.
- v) To reimburse traveling and other expenses incurred in the course of pursuing the objective of the Society.
- vi) For payment of honorarium and allowances at the discretion of the General Body of the Society.

15. Legal Action:

The Society may sue or be sued in the name of Secretary General or any person appointed for this purpose by the Governing Body of the Society.

16. Dissolution of Society:

In case the Society is to be dissolved, the approval of $\frac{3}{4}$ of the number of members present in the extra-ordinary meeting of the General Body of the Society, convened specifically for this purpose, shall be obtained. In this event the assets of the Society, after disbursing the liabilities, then prevailing, shall be entrusted with any other Society having similar objectives or vest with Government and The members are not entitled for any share of the assets.

17. Amendment to Rules and Regulations:

Amendment to these rules and regulations may be made at an annual meeting or an extra-ordinary meeting of the General Body of the Society specially convened for this purpose provided at least $\frac{2}{3}$ of the number of members present vote in favor of such amendment. Any amendment to the memorandum, Rules and Regulations shall be made with the prior approval of the Commissioner of Income tax.

18. Effective Date:

These byelaws shall be effective from the date of registration at the District Registrar's office.

DECLARATION

We, the undersigned, hereby declare that the above stated are the by laws of Alzheimer's and Related Disorders Society of India.

Sd-
Dr. S. Rajkumar
President

Sd/-
Dr. K. Jacob roy
Secretary General

NOTES

1. The list of present Office bearers and Governing Body members is given in the Annexure.
2. All amendments proposed so far to the Memorandum and Rules & Regulations have been incorporated.

Dr. K. Jacob Roy
Chairman

Ms. Meera Patabi
Secretary General

Sqn. Ldr. K.A.R. Nair (Rtd)
Treasurer

1st July 2007

ALZHEIMER'S AND RELATED DISORDERS SOCIETY OF INDIA

(An Organization for promotion of care, Support & Research of Dementia)

Application form for Membership

1. Name :
2. Age :
3. Address
 - a) Present :
 - b) Permanent :
4. Type of membership
 - a) Life : (Membership fee Rs.1000/-)
 - b) Ordinary/annual : (Member ship fee Rs.100/-)
5. I am interested in becoming a member because, I am
 - a) A relative of patient who is my
 - b) A professional (please specify)
 - c) Any other reason
6. I am interested in dementia Care/Support/Research.
7. I am prepared to help the organization by
 - a) Working as a volunteer.
 - b) Helping to form a chapter.
 - c) Providing professional services.
 - d) Providing advices and constructive suggestions.
8. I have come to know about the functioning of ARDSI through
 - a) Relatives/friends.
 - b) News paper/TV/Radio
 - c) Similar organizations
 - d) Any other sources (specify)

Place :

Date :

Signature

**ANNEXURE TO ARTICLES AND MEMORANDUM OF ASSOCIATION OF ARDSI (AMENDMENTS INCORPORATED) PRESENTED IN
THE GENERAL BODY MEETING ON 02 JULY 2006 AT COMPREHENSIVE DEMENTIA CARE CENTER, COCHIN**

OFFICE BEARERS

- | | |
|----------------------------------|-------------------------|
| 1. Dr. K. Jacob Roy | Chairman |
| 2. Mrs. Nirmala Narula | Vice Chairman |
| 3. Mrs. Meera Pattabi | Secretary General |
| 4. Dr. Amit Dias | Joint Secretary General |
| 5. Sqn. Ldr. K. A. R. Nair (Rtd) | Treasurer |

GOVERNING BODY MEMBERS

- | | |
|---------------------------------|---|
| 1. Dr. K. Jacob Roy | Chairman, National Office |
| 2. Mrs. Nirmala Narula | Vice Chairperson, President Delhi Chapter |
| 3. Dr. Kalyan Bagchi | Hony. Vice Chairman, Delhi Chapter |
| 4. Mr. K. C. Khanna | Hony. Vice Chairman, Delhi Chapter |
| 5. Mrs. Shefali Chowdhary | Hony. Vice Chair Person, Kolkatta Chapter |
| 6. Sqn. Ldr. K.A.R Nair(Rtd) | Secretary, Calicut Chapter |
| 7. Dr. Mathew Abraham | President Cochin Chapter |
| 8. Mr. Sasidharan Nair | President, Pathanamthitta Chapter |
| 9. Mr. Gangadharan K.R | Secretary, Hyderabad Chapter |
| 10. Dr. R. Sathianathan | Secretary, Chennai Chapter |
| 11. Mrs. Meera Pattabi | Secretary, Thiruvanthapuram Chapter |
| 12. Dr. Radha Murthy | Secretary, Bangalore Chapter |
| 13. Mrs. Nilanjana Maulik | Secretary, Kolkata Chapter |
| 14. Mr. Mathew Kanamala | Secretary, Kottayam Chapter |
| 15. Mr. C.G. Thomas | President, Mumbai Chapter |
| 16. Dr. A.C. Rajeswari Kunjamma | Secretary, Trichur Chapter |
| 17. Dr. Amit Dias | Secretary, Goa Chapter |
| 19. Mr. Mathew Cherian | National Office |

Dr. K. Jacob Roy Ms. Meera Pattabi Sqn. Ldr. K. A. R. Nair (Rtd)
Chairman Secretary General Treasurer

1st July 2007