

Constitution
and
By-Laws

INTERNATIONAL
ASSOCIATION
of
ALLERGOLOGY

TOKYO — OCTOBER 1973

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ALLERGOLOGY**

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EXECUTIVE COMMITTEE

- President:* Dr. T. Sindo, 57-13, Denen Chofu Honcho Ota-Ku, Tokyo, Japan
- President-Elect:* Dr. E. Mathov, Cordoba 3431, 4° Piso, Buenos Aires, Argentina
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- Secretary-General:* Dr. L. L. Henderson, Mayo Clinic, Rochester, Minnesota, 55901, U.S.A.
- Treasurer:* Prof. Dr. A. L. de Weck, Institut für klinische Immunologie, Inselspital, 3010 Bern, Switzerland
- Members at Large:* Dr. Y. Oshima, Dept. of Microbiology and Immunology, Nippon Medical School, Bunkyo-ku, Tokyo, Japan 113
Dr. I. Glazer, 89 Bograshov, Tel Aviv 63297, Israel
Dr. J. A. Stewart, 149 Wickham Terrace, Brisbane 4000, Queensland, Australia
Dr. M. Salazar-Mallen, Montes Urales No. 765, Mexico D. F., Mexico
Prof. J. Pepys, Institute of Diseases of the Chest, Brompton Hospital, Fulham Rd., London SW3, England
- Constitution Committee Chairman:* Dr. Orval R. Withers, 429 Plaza Parkway Bldg., Kansas City, Missouri, 64112, U.S.A.
- Secretariat:* International Association of Allergology, 1390 Sherbrooke Street West, Montreal, Quebec H3G 1K2, Canada. Tel. (514) 845-5616
Executive Secretary: Suzanne K. Edwards

CONSTITUTION OF THE INTERNATIONAL ASSOCIATION OF ALLERGOLOGY

Article I—NAME

The name of the organization shall be "The International Association of Allergology" (hereinafter referred to as the "Association") and the Association shall be governed by these Statutes in accordance with Article 60 and the following articles of the Swiss Civil Code and shall be incorporated in accordance with Article 60 of the aforesaid Code.

Article II—INCORPORATION

Section 1. The Incorporation of the International Association of Allergology shall be in Zurich, Switzerland.

Section 2. English shall be the official language of the Constitution and By-Laws.

Article III—PURPOSE

The object of this Association shall be to advance the knowledge of allergy and of related fields, and to foster the dissemination of this knowledge through International Congresses on Allergy and by other means.

Article IV—MEMBERSHIP

Section 1. Membership in the Association shall be of two types, namely, societies and individuals.

Section 2a. Member Society. Any national allergy society or other national organization interested in allergy shall be eligible to join the Association as a Member Society.

Section 2b. Affiliate Society. An organization which is composed of two or more Member Societies of the International Association of Allergology and which embraces a multination geographical area or a continent shall be eligible to become an Affiliate Society. Such an Affiliate Society may also contain a minority of societies which are not Member Societies. Not more than one Affiliate Society may be elected from a given geographical area and there shall be no over-lapping of the areas covered by separate

Affiliate Societies. An Affiliate Society shall have the right to maintain in the House of Delegates a representative who must be a Member of the International Association of Allergology and who shall have seat and voice in the House of Delegates but shall not have the right to a vote as the representative of the Affiliate Society. The Association shall have the right to send a representative to an Affiliate Society who shall have seat and voice but no vote in the said Affiliate Society. An Affiliate Society shall be exempt from dues. The election of an Affiliate Society shall be according to the procedure provided in Article VII, Section 1, of the Constitution.

Section 2c. Associate Member Society. In a country in which there is already one Member Society, another society shall be eligible for election first as an Associate Member Society, provided that it has a minimum of thirty (30) active, dues-paying members and is nation-wide in scope. Such an Associate Member Society shall pay dues and shall have the privileges of a Member Society, except that it shall have no Delegate or vote in the House of Delegates. Election of an Associate Member Society shall be as provided in Article VII, Section 1, except that the favourable votes of two thirds ($\frac{2}{3}$) of the Delegates shall be necessary for election.

An Associate Member Society may be elected as a Member Society at the Congress next following its initial election, provided that at least two years shall have elapsed after its election as an Associate Member Society.

Section 3. Member. There shall be two classes of individual members, namely, Members and Honorary Members.

- (a) All members of Member Societies who pay dues to their respective society shall automatically become Members of the Association.
- (b) An individual physician or other person, who has made significant contributions to the field of allergy and who resides in a country where no national allergy society exists, may be elected individually as a Member.

Section 4. Honorary Member. Honorary Membership may be conferred upon individuals who have made contributions of exceptional merit to the knowledge of allergy or who have rendered extraordinary service to the Association. They shall be nominated by the Executive Committee and elected by majority vote of the House of Delegates. They shall be exempt from dues and shall neither have vote nor hold office in the Association.

Section 5. The right to vote shall be held only by the duly accredited Delegates of the Member Societies and by the immediate Past-President, except that the President or a Vice-President presiding in his place shall have a vote in the event of a tie vote on any matter before the House of Delegates. The right to hold office shall be open to all Members of the Association.

Article V—OFFICERS

Section 1. The officers of the Association shall consist of a President, a President-Elect, and a First, a Second and a Third Vice-President, a Secretary-General and a Treasurer. Officers shall be elected only from Members of the Association. The officers shall serve one term from the end of one Congress to the end of the following Congress. The President may not be re-elected to the same office. A Vice-President may be elected to a higher Vice-Presidency or to another office. The Secretary-General and the Treasurer may be re-elected to not more than four successive terms and cannot hold the same office thereafter.

Section 2. The House of Delegates shall be composed of one (1) Delegate from each Member Society and the immediate Past-President. The officers and the members-at-large of the Executive Committee who are not also Delegates shall each have seat and voice in the House of Delegates but no vote. The Delegates shall be elected or appointed by their respective societies and may maintain membership in the House as long as their society wishes. The President of the Association shall continue as member of the House of Delegates for one term after the termination of his Presidency.

Section 3. The President-Elect at the end of his term shall succeed to the Presidency. In the event of the death, permanent incapacity or resignation of the President, the

First, Second or Third Vice-President, in that order, shall succeed to the Presidency for the unexpired portion of the President's term.

Section 4. The Executive Committee shall be composed of thirteen members: The President, the President-Elect, the three Vice-Presidents, the Secretary-General, the Treasurer, the immediate Past-President and the five members-at-large elected by the House of Delegates. The members-at-large shall serve for one term, may be re-elected for one succeeding term, but may not be re-elected to the same office thereafter.

Section 5. At the first election in 1951, there shall be elected a President, a President-Elect, three Vice-Presidents, a Secretary-General, a Treasurer and five members-at-large.

Article VI—DUTIES

Section 1. The House of Delegates shall constitute the governing body of the Association. Its duties shall be the election of Member Societies, of Members from countries where no national allergy society exists, of the officers and of the members-at-large of the Executive Committee. It shall formulate by-laws, rules and regulations, and shall have all judicial and executive functions common to a scientific organization. It shall have final control over the policies and affairs of the Association and over the actions of the Executive Committee and of all other committees which may be appointed.

Section 2. The Executive Committee shall conduct the usual business of the Association in the intervals between meetings. It shall act on all applications for Society or individual Membership and submit them to the House of Delegates. It shall recommend the time and place of meetings. In case of war or other emergency preventing action by the House of Delegates, the Executive Committee may take over the function of the House of Delegates and shall continue in office until the emergency is over and until a meeting of the House of Delegates can be held. Its actions during such emergency shall be subject to approval or disapproval by the House of Delegates.

Section 3. The President shall preside over all meetings of the House of Delegates and of the Executive Committee. He shall be Chairman of the Program Committee. He shall be privileged to invite guests to the scientific meetings. With the consent of the Executive Committee he shall appoint the members of the special committees. In his absence the First, Second or Third Vice-President, in that order, shall act for him.

Section 4. The Secretary-General shall keep records of the meetings of the Executive Committee and of the House of Delegates. He shall keep a list of all Members. He shall notify societies and individuals of their election. He shall prepare an Annual Report dealing with the activities of the Association, and submit it to the Executive Committee and to the presidents of the Member Societies. He shall send out notices of meetings and other communications.

Section 5. The Treasurer shall receive all dues and other monies and shall pay all debts therewith. He shall render a yearly financial account based on a professional audit to the Executive Committee and to the House of Delegates. This financial account shall be communicated to the presidents of the Member Societies at the Congress.

Article VII—ELECTIONS

Section 1. Election to membership of additional national societies shall be by the following procedure: (a) Formal application by the officers and the Executive Committee of the society applying. (b) Action by the Executive Committee of the Association. (c) Affirmative vote of a simple majority of the House of Delegates at its meeting or by mail.

Section 2. Election to individual Membership shall be by the following procedure: (a) Formal application to the Secretary-General. (b) Action by the Executive Committee of the Association. (c) Approval by a simple majority vote of the House of Delegates at its meeting or by mail.

Section 3. The officers and other members of the Executive Committee shall be elected by the House of Delegates at its regular business meeting. The manner of election shall be as follows: A Nominating Committee consisting of twelve (12) Delegates, each a member of a

different Member Society, shall be appointed by the President, subject to the approval of the Executive Committee, at least twelve (12) months prior to each meeting of the House of Delegates. This committee shall consist of Delegates: 3 from Europe; 3 from North America; 3 from Central and South America, and 3 at-large. In case there are insufficient numbers of Delegates available from any of these geographical areas, each deficiency shall be made good by the appointment of a Delegate from another area. Each Delegate initially appointed to this Committee shall retain his membership in this Committee until the Committee has made its report to the House of Delegates, even though the Member Society of which he was the Delegate at the time of his appointment designates another individual as its Delegate for that Congress. The chairman of this Committee shall be appointed by the President in addition to the twelve Delegates, subject to the approval of the Executive Committee. The chairman need not be a Delegate; he shall not have a vote in the Committee except in the event of a tie vote. The Nominating Committee shall submit its nominations for the officers and for members of the Executive Committee to each Delegate at least ninety (90) days prior to the meeting of the House of Delegates. Nominations for officers and members-at-large of the Executive Committee must be from the list of Members of the Association. At the time of election of officers, additional nominations may be made by Delegates from the floor. A majority vote of the members of the House of Delegates shall constitute an election.

Section 4. The name of its Delegate for the ensuing term shall be presented to the Secretary-General by each Member Society not later than six (6) months before the next meeting. Each Member Society shall have an accredited Delegate assigned to the House of Delegates at all times and shall fill any vacancy within ninety (90) days.

Article VIII—VACANCIES

In the event of a vacancy in the office of Secretary-General or of Treasurer, the Executive Committee shall have the power to fill the vacant position for the unexpired term.

Article IX—EXPULSIONS

A Member Society, or a Member from a country in which no national allergy society exists may be expelled from membership in the Association for any action considered inimical to the best interests of the Association. Such expulsion requires the following procedure: (a) A written complaint filed with the Executive Committee by three (3) Delegates. (b) The opportunity presented to the Society or Member to defend itself or himself in person or in writing before the Executive Committee. (c) If the Executive Committee considers the complaint justifiable, the House of Delegates will be asked to act as a trial Board. A three-fourths ($\frac{3}{4}$) vote of the House will be required for expulsion.

Article X—AMENDMENTS

The Constitution may be amended by a vote of two-thirds ($\frac{2}{3}$) of the Delegates at a regular meeting of the House of Delegates or by mail, provided that the proposed amendment must bear the signatures of at least five (5) Delegates, and provided further that the proposed amendment so signed shall be submitted to all the Delegates at least ninety (90) days prior to the meeting at which the vote is to be taken or, in the event of a vote by mail, that at least ninety (90) days shall elapse following the airmailing of the proposed amendment to the Delegates before the mail vote is counted.

BY-LAWS OF THE INTERNATIONAL ASSOCIATION OF ALLERGOLOGY

Article I—MEETINGS

Section 1. The Association shall hold regular scientific, educational and business meetings to be called Congresses at intervals of three years or less. The time and place of each Congress shall be selected two terms in advance.

Section 2. The House of Delegates shall hold its regular meeting or any adjournment thereof at the time and place of each Congress for the purpose of transacting the business of the Association. The Executive Committee shall hold a

meeting at the time of each Congress prior to the meeting of the House of Delegates. It shall submit any recommendations to the regular meeting of the House of Delegates. Special meetings of the House of Delegates may be called by the President or by five (5) members of the Executive Committee or by one quarter ($\frac{1}{4}$) of the number of Delegates.

Article II—QUORUM

Section 1. Sixty per cent (60%) of the members of the House of Delegates shall constitute a quorum for the transaction of the business of the Association at regular and special meetings.

Section 2. In the event that a Member Society will not be represented by its Delegate in person at a meeting of the House of Delegates, the Executive Committee of the said Society, or its President together with its Secretary, may name another member of the said Society as Alternate Delegate. Such Alternate Delegate shall have the vote and the powers in the House of Delegates which its delegate would have if present.

Section 3. In the event that a Member Society will not be represented at a meeting of the House of Delegates either by its Delegate or its Alternate Delegate in person respectively, it may give its proxy to the Delegate of another Member Society to act and vote for it at a meeting of the House of Delegates. No Delegate shall hold more than one vote by proxy in addition to his own vote.

Article III—FINANCES

Section 1. Each Member Society and each Member from a country where there is no National Allergy Society shall pay annual dues.

Section 2. A Finance Committee of three Members shall be appointed at each Congress. The function of this Committee shall be to investigate the budget expenses, to estimate income, to recommend dues and to investigate sources of income.

Section 3. The minimum dues of Member Societies and of individual Members shall be in accordance with the needs of the budget. The Finance Committee shall submit

such proposed dues to the House of Delegates for its action. Approval of the amounts of such dues for the ensuing term shall require a two-thirds ($\frac{2}{3}$) affirmative vote.

Section 4. An Auditing Committee of three Delegates representing different Member Societies shall audit the Treasurer's accounts for each Congress and at any other time it pleases on giving seven (7) days notice to the Treasurer.

Article IV—CONSTITUTION AND ROSTER

The Secretary-General shall furnish a copy of the Constitution and By-Laws and a roster of the Member Societies and of their officers to each Member Society. He shall keep a list of the founders of the International Association of Allergology.

Article V—SPECIAL COMMITTEES

Section 1. The President shall appoint a Program Committee, a Finance Committee, an Editorial Committee, a Nominating Committee, an Organization Committee, a Committee on the Constitution and By-Laws, and any other special Committees which he deems necessary, and shall designate the chairman of each committee. The membership of these committees shall be subject to the approval of the Executive Committee.

Section 2. The Program Committee shall consist of the President, the President-Elect and at least three other Members of the Association. The President shall be Chairman and the President-Elect shall be Co-Chairman. Upon the President as Chairman shall rest the ultimate responsibility for the Program of the Congress. The President-Elect, as Co-Chairman, shall be the executive head of the Committee immediately subordinate to and responsible to the President.

Section 3. The Editorial Committee shall consist of five (5) members including the Chairman. The Chairman and at least two other Committee members shall be Members of the Association. The Editorial Committee shall be responsible for the preparation for publication of the Proceedings of each Congress.

Section 4. The Organization Committee shall consist of a Chairman, who shall be a resident of the country in which the Congress will meet and a sufficient number of Members to accomplish the work of this Committee. It shall be charged with the organization and management of the Congress. It shall be responsible for the arrangements for assembly halls and other meeting places for the various sessions and sections of the Congress, for the House of Delegates and for committees of the Association; for the arrangements for hotel accommodations for Members and guests; for travel arrangements; for the planning and organization of entertainments and excursions immediately connected with the Congress; for printing of the Program when this is delivered to it by the Program Committee. It shall have charge of the registration of Members and guests beforehand and at the opening of the Congress. It shall determine with the collaboration of the President the registration fees to be charged. It shall receive all registration fees and shall make disbursements for the expenses of the Congress from the money so received. It shall render an account of the receipts and expenditures to the President within a reasonable time after the Congress ends and shall deliver to the Treasurer of the Association any sums remaining in its hands after the expenses of the Congress have been paid.

Section 5a. The Committee on the Constitution and By-Laws shall consist of six members. These shall consist of three progressing members and three non-progressing members. On the first such Committee appointed after the adoption of this Section by the House of Delegates, one progressing member shall be appointed for three terms, a second such member shall be appointed for two terms and a third such member shall be appointed for one term; thereafter one progressing member shall be appointed at each Congress for three (3) terms. The three non-progressing members shall be appointed for one term at each Congress. A non-progressing member may be reappointed as such for one additional term; a non-progressing member may later be appointed as a progressing member.

The senior progressing member on the Committee shall be the chairman. Should he not serve as chairman because

of death, disability or for any other reason, the progressing member next junior to him shall take his place for the balance of the term and shall then serve his regular full term as chairman.

Section 5b. The duties of this Committee shall be to consider every proposal to amend the Constitution or the By-Laws, to draft such amendments so that it will agree with the general style of wording and with the provisions of the existing Constitution and By-Laws, to prepare a statement as to the reason for, and intent of the amendment, and to deliver this draft and statement, with its recommendations, to the Secretary-General for submission to the House of Delegates in accordance with the provisions as to amendments in the Constitution and in the By-Laws.

Article VI—PENALTIES

Section 1. A Member Society which fails to send a Delegate or an Alternate Delegate to, or to name a proxy for, two successive regular meetings of the House of Delegates may be expelled from the Association according to the provision in Article IX of the Constitution. It may apply for re-admission after one full interval has elapsed between Congresses, subject to the provisions in Article VII of the Constitution.

Section 2. A Member Society which fails to pay its dues for two (2) successive years may be suspended from the Association. It may be re-instated upon payment of all past and current dues.

Article VII—APPLICATIONS

An application for individual membership shall be made on an application form provided by the Secretary-General. It shall have the endorsement of three Members. The application of a society for membership in the Association shall contain the names of its officers and of its Executive Committee and shall include a copy of the constitution of the society. Applications must be acted upon by the Executive Committee and by the Delegates within eight (8) months.

Article VIII—CREDENTIALS

The Secretary-General shall review the Credentials of Delegates at meetings and shall provide each accredited

Delegate with a distinguishing badge required for admission to the business meetings.

Article IX—COMMUNICATIONS

The Secretary-General shall send the communications to the editors of all Allergy Journals, to the President of each Member Society, and to each Member from a country where there is no Member Society.

Article X—PROCEEDINGS

Subject to the approval of the Executive Committee at least three (3) months before the Congress, the Proceedings of each Congress shall be published in uniform format, shall be made available for purchase by all Members of the Association and shall also be placed on public sale.

Article XI—ORDER OF BUSINESS

The order of business of the House of Delegates shall be as follows:

- (1) Call to order
- (2) Presentation of credentials of the Delegates
- (3) Reading of minutes
- (4) Unfinished business
- (5) Report of Committees
- (6) Financial report
- (7) Election of new members
- (8) New business including time and place of the next Congress
- (9) Nominations
- (10) Election of officers by secret ballot
- (11) Induction of officers
- (12) Adjournment.

Article XII—PARLIAMENTARY PROCEDURE

All parliamentary procedure not stated in the Constitution or By-Laws shall be guided by rules of order and customs prevalent in the country in which the Congress is meeting.

Article XIII—AMENDMENTS

The procedure for amending the By-Laws shall be the same as provided in Article X of the Constitution, except that adoption of an amendment to the By-Laws shall be vote of a majority of the Delegates present and voting.

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MEMO

