



## **RULES OF THE BRITISH SOCIETY FOR ALLERGY AND CLINICAL IMMUNOLOGY**

*The Society's governing instrument is its memorandum and articles of association, following incorporation as a company limited by guarantee on 2 February 1998. The management rules below address the details of how the Society will organise itself within the terms set by the governing instrument. The rules will be confirmed, or amendments to them agreed, at an annual general meeting (AGM) when required.*

### **Membership**

1. The Society shall consist of Members and Honorary Members. Each Member, irrespective of the category of membership, shall have the right to attend and vote at meetings of members.
2. Any person of distinction in science who has contributed to the advancement of the study of allergy /clinical immunology, or any person whose clinical practice is worthy of merit, or any person who has made a significant contribution to the practice of allergy/clinical immunology shall be eligible for election as an Honorary Member. Nominations for Honorary Membership by Members should be made in writing to the BSACI President. Nominations approved by Council will be recommended for Honorary Membership at the AGM. Honorary Membership will have voting rights but shall not hold office.

Membership shall be open to all who are engaged in clinical practice, research, teaching or studies relevant to allergy and/or clinical immunology. Those whose primary role in industry is scientific (which may involve some aspect of sales and marketing) would also be eligible to join the society at the discretion of council.

3. Membership shall comprise Clinical, Non-Clinical, Nurse & Allied Health Professional, Junior, Student and Retired categories. The subscription fees of Members shall be determined annually by BSACI Council prior to the AGM and ratified at the AGM.

To qualify for Junior membership applicants must be either;

- Be under 35 years of age or
- A non-clinician within 5 years of their last higher degree (eg: PhD, MSc) or
- A clinical trainee in Allergy or Clinical Immunology or a related clinical specialty, or
- A clinician who has completed specialist training in Allergy or Clinical Immunology or a related clinical specialty but who is not yet employed in a consultant post (locum or substantive), e.g. who is employed as a clinical research fellow.

To qualify for Retired membership applicants must;

- Be fully retired from substantive employment including any private clinical practice

- Have held continuous membership for a minimum of 5 years prior to retirement

Student membership is open to those registered in full-time undergraduate or postgraduate education. Postgraduate clinical students receiving a salary, including through a fellowship, may be eligible for Junior but not Student membership.

All membership categories will be open to those based outside the UK and subscription fees will be the same as those for UK members.

4. All membership categories will be eligible to receive online access to the official Journal of the Society, *Clinical and Experimental Allergy*, a copy of the Society newsletter *Allergy Update*, access to the “members only” section of the Society website and reduced fees for registration at the Annual Meeting.

### **Candidates for Membership**

5. Names of candidates for election, proposed and seconded by members of the Society, shall be submitted to the Administrative Office of the Society; the names of such candidates shall be considered by Council before being submitted to the AGM for approval. No candidate shall be considered for membership by Council unless their application has been received by the Society at least 48 hours, before the time set for any AGM. Any application received after such time, shall be put to the Members for approval at the following year’s AGM.
6. Any candidate applying for Membership who is unable to identify suitable proposers and seconders should contact the Secretary of the Society, through the BSACI Office. Those who reside overseas should send a short CV together with a supporting letter from their head of department. Appropriately qualified non-members who seek to join the Society within two months of the Annual Meeting will be required to pay the undiscounted non-member registration fee for the meeting.
7. Council may withhold or refuse a membership application. In such a case the BSACI Office shall notify the candidate and those nominating of the reason within fourteen days of the withholding or rejection of such application. Any such candidate may re-apply for membership at any time within one month of the date of receipt of the notice informing them of their rejection. In event of the candidate re-applying the candidate's name shall go forward to the AGM for approval or rejection by the Members in accordance with the procedure in Rule 9. Before any show of hands is taken in respect of such candidate the Secretary conducting the vote shall explain the circumstances surrounding the rejection of that candidate by BSACI Council.
8. An annual list of candidates for membership shall be elected by a show of hands at an AGM. The Secretary will draw to the attention of the AGM any material facts that may affect their vote. In the event that the number of votes cast against the acceptance of the list or of any identified candidate is equal to or exceeds ten per cent of the total number of votes cast in respect of such applications the relevant applications for membership shall be rejected.
9. Council shall have the power to grant (at any time) provisional membership to appropriately proposed and seconded applicants. If the applicant is not subsequently elected at the AGM, any subscription paid shall be returned. A provisional Member shall have no right to vote at any meeting of the Society.

### **Removal of Members**

11. Members’ names may be removed from the Society’s list if they wish to resign, or through non-payment of fees or because of conduct incompatible with continued Membership of the Society.

12. Members who retire and acquire Retired Membership will not be offered a refund on annual subscriptions which are in force at the time of their retirement.
13. The appropriate timescales for payment of the annual fee will be determined as follows. Each year before invitations are issued to renew membership, BSACI Council will determine the appropriate timescales for receipt of payment. A maximum of two letters will be sent requesting the annual subscription fee. Those Members who still do not pay within the set time frame will be removed from the membership. Each year the AGM will be shown the list of Members whose membership has lapsed in this way.
14. By joining the Society, Members undertake to behave in a manner consistent with the good order and clinical/scientific aims of the Society.
15. Council will evaluate any complaint about the behaviour of a Member, including whether such behaviour is compatible with the society and if deemed necessary Council will decide to cancel membership with immediate effect. In exceptional circumstances the AGM will be informed.

### **Honorary Officers**

16. The management of the Society shall be overseen by Council consisting of the following Officers: - the President, Secretary, and Treasurer, and the chairs of the standing subcommittees (also known as ex-officio members), elected Members and co-opted Members.
17. The Officers will be elected in the following ways, for the following terms and have the following roles;
  - The President will be elected for a three year term of office at an AGM. The election will take place in the year prior to taking up office, during which time the person will be known as the President-Elect. Nominations for the position of President will be requested at least two months before the relevant AGM. If there are several candidates for the position, an election will be conducted in line with the Society's rules on votes and ballots, and the results will be announced at the AGM. The President will chair meetings of the Council and the AGM and will have overall responsibility for the running of the Society.
  - The Secretary will be elected for a three year period at the AGM, to take up office with immediate effect. The Secretary can be re-elected for a second consecutive three year term, but will not be eligible for further re-election as Secretary for one year thereafter. Nominations for the position of Secretary will be requested at least two months before the relevant AGM. If there are several candidates, an election will be conducted in line with the Society's rules on votes and ballots, and the results will be announced at the AGM. The Secretary will be responsible among other matters for all issues directly related to membership, and Members' inquiries.
  - The Treasurer will be elected for a period of three years at the AGM. The Treasurer can be re-elected for a second consecutive three year term, but will not be eligible for further re-election as Treasurer for one year thereafter. Nominations for the position of Treasurer will be requested at least two months before the relevant AGM. If there are several candidates, an election will be conducted in line with the Society's rules on votes and ballots, and the results will be announced at the AGM. The Treasurer will be responsible for all aspects of the financial management of the Society.
  - The President shall not be eligible for immediate re-election to that particular office once their term is completed. The retiring President shall act as Past President and will continue as a Trustee, and will be required to stand down once a new 'President Elect' has been appointed,

18. The Treasurer shall be the Company Secretary.
19. The President, Past-President, Secretary and Treasurer shall be the Trustees of the Society.

### **Council**

20. There shall be a representative body, called the Council, which shall be deliberative and focus on strategy and policy for the Society. It shall debate and agree new aspects of the Society's activities affecting the science of Allergy and Clinical Immunology, clinical allergy services and the Society's development. It shall be free from routine management and shall be accountable to the membership by election of Members. The Council shall meet at least twice a year to transact business. Council members are expected to attend the regular meetings held two or three times a year, non-attendance at three consecutive meetings may result (at the President's discretion) in membership of Council lapsing.
21. BSACI Council shall consist of the Officers, the Editor(s) of the Society's Journal, chairs of the sub-committees of Council, immediate past President, the President-Elect, the Deputy Meetings Secretary and seven elected Members ("Members of the Council"). Members of the Council shall be elected for a period of three years and shall not be eligible for immediate re-election as a Member of Council after their term of office is completed. Elected council members are the only members of council eligible to vote.
22. The Junior Members Representative shall sit on Council for a three-year period, after which time the Society will conduct an election nominating a successor.
23. Council may invite representatives of other bodies with an interest in allergy or clinical immunology to attend Council meetings as Observers. The position of such representatives will be reviewed each year. Observers will be able to participate in a discussion, but do not have voting status.
24. The provisions of the Articles of Association relating to the removal of trustees shall apply mutatis mutandis to the removal of Ordinary Members of the Council.
25. The work of Council may also be supported by the active involvement of Co-opted Members. Co-opted Members may be invited by Council to become involved in its work, but will have no voting rights. The position of such Co-opted Members shall be reviewed each year.
26. At least two-thirds of the Members of the Council must be Members who are devoting the greater proportion of their time to some aspect of allergy and/or clinical immunology.
27. A quorum for a Council Meeting shall be one officer and five additional Members of the Council who are not officers.
28. At least two months before the AGM, the BSACI Office shall write to all Members of the Society seeking nominations for the vacancies for Members about to occur on Council. All nominations shall be seconded by at least two Members of the Society and shall be forwarded to the Secretary within four weeks of the notices being sent out. In the event that an election is required, not less than twenty one days before the AGM the BSACI Office shall send ballot papers showing the names of candidates for election as Officers or Council Members to all Members of the Society. Such ballot papers shall be returned to the Society's registered office at least 24 hours before the start of the AGM and the ballots shall be counted as directed by the President, or in their absence by the Chairman of the AGM.
29. In an election where there are more than two nominated candidates, the BSACI will conduct the election under the single transferable vote system, where the voter indicates first and second

preference. In an election for a single position, if a candidate receives more than 50% of the first preference votes they will be elected. If no candidate receives more than 50% of first preference votes in the first round, the candidate with the fewest votes will be removed and his/her second preference votes will be taken into account. This process is repeated until one candidate receives more than 50% of the vote and is elected. In an election with more than one position available the number of votes needed to elect a candidate will be calculated by the formula (valid votes cast/no of positions +1) +1 vote eg: if three positions and 100 voters the threshold will be  $(100/3+1) +1 = 26$  votes needed to win. The lowest scoring candidate is eliminated and their second choice votes distributed among the remaining candidates. This is followed by sequential elimination of the lowest scoring candidates until all positions are filled. In the event of a tie, the second votes of the remaining eligible candidates will be taken into account.

30. These arrangements will apply to all situations where a ballot is required.
31. *Clinical and Experimental Allergy* is the official publication of the Society. The Editor(s) will be appointed by Council for a period of five years in the first instance and shall then be eligible for re-appointment by Council for further periods of three years. The Editor(s) will be responsible to Council for the management of the Journal, reporting to the AGM each year, and as and when required.

### **Sub Committees of Council**

32. An important vehicle for advancing the work of the Society shall be standing sub-committees.

There are ten sub-committees:

- Standards of Care (responsible for all aspects of good allergy practice);
- Meetings (responsible for the annual scientific meeting);
- Communications (responsible for Allergy Update, the website and issues concerning the public face of the Society);
- Allergy Services (responsible for issues relating to the delivery of NHS allergy services);
- Paediatrics (responsible for issues concerning paediatric allergy services and research);
- Adult Allergy (responsible for issues concerning adult allergy services, education and research);
- Primary Care (responsible for developing primary care allergy services)
- Clinical Immunology (representing the interests of clinical immunology Members);
- Nurses (representing interests of nurses working in allergy/clinical Immunology).
- BSACI Registry for Immunotherapy (BRIT) Sub-Committee. (responsible for developing and maintaining a national registry for patients receiving immunotherapy)

33. Chairs of the sub-committees (subject to the approval of the President of the Society) will be appointed in consultation with Council and other relevant persons. They will serve for three years and can be re-appointed for a second term. Chairs of the sub-committees will be ex-officio Members of BSACI Council. The chair of each sub-committee will be responsible for the activities and responsibilities of that committee. The role of the sub-committee will be reviewed prior to the appointment of a new chair of the committee. Any committee can be disbanded and a new standing committee can be established by agreement of Council or AGM.

### **The BSACI Administrative Office and the BSACI as employer**

34. The Society's Administrative Office will be directly accountable to the President. In collaboration with the Treasurer, the Administrative Office and its staff will be responsible for the day to day administration of the Society and overseen by the BSACI Chief Executive.

35. Terms of employment, pensions and pay for employees of the Society will be determined by a Remuneration Committee made up of the officers of the Society.

### **Society Awards and Endorsement**

36. Each year the Society may make the following awards at its Annual Meeting;
- a) The Jack Pepys Lectureship, for outstanding contributions to the science of allergy and clinical immunology. This will be an international award. Officers and other elected Council Members will nominate candidates for the Lectureship. The Lectureship may be awarded yearly at the discretion of the Council. The Awardee will be chosen from amongst the nominees by a vote of Officers and elected Council Members. The recipient will deliver a keynote lecture at the Society's Annual Meeting. The award will be in the form of a silver engraved plate and scroll.
  - b) The William Frankland Award, for outstanding contributions to clinical allergy. The award will be restricted to those who have provided outstanding services in the field of clinical allergy in the United Kingdom. The membership will be invited to nominate candidates for the award by a process agreed by BSACI Council. Nominations will be ratified by the Officers. The Awardee will be chosen from amongst the nominees by vote of Officers and other elected Council Members. The Award may be made yearly at the discretion of the Council. The recipient will be presented with the award in the form of a framed certificate and silver salver at the Annual Meeting.
  - c) The Harry Morrow Brown Memorial Lectureship. Officers and elected Council Members will be asked to nominate candidates for the Harry Morrow Brown Lectureship on the basis of outstanding contribution to clinical Paediatric Allergy. The Awardee will be chosen from amongst nominees by a vote of Officers and elected Council Members. The recipient will deliver a lecture on the practical application of scientific research to clinical practice. An award may be made every two years at the discretion of the Council.
  - d) The Barry Kay Award, for the best abstract in each category will be presented at the Annual Meeting. Abstract judges will appointed by invitation of the Meetings subcommittee and recipients will be presented with a framed certificate and £200.
  - e) Travel Fellowships for the purpose of attending the BSACI Annual Meeting will be available in open competition to Junior, Student and Nurse & Allied Health Professional Members. Non-Members presenting an abstract at the Annual Meeting and who are full time students or clinical trainees in Allergy or Clinical Immunology or a related clinical specialty, may apply for a Travel Fellowship. However, priority will be given to BSACI Members.
  - f) Candidates may be nominated only for a Jack Pepys Lectureship, William Frankland Award or Harry Morrow Brown Memorial Lectureship (i.e. not more than one) in a given year, irrespective of whether they are eventually successful in being chosen for an award/lectureship. Should they be initially nominated for two awards in the same year, the nominee will be asked to decide which award they would prefer to be put forward for.
37. The Society will endorse, in priority order, annual applications from its membership for Clinical Excellence Awards. Procedures for this will need to reflect the national scheme as this develops, and the process each year will be announced on the Society's website. Principles underlying the BSACI endorsement process will be: - that a panel of past Presidents of the Society and one lay person will decide endorsement preferences based on the overall contribution of the individual to NHS based allergy and clinical immunology services and the work of the BSACI; their decisions will be confidential and will not be revealed outside the assessment process.

## **General**

38. General meetings of the Society shall be held at least once per calendar year for the purpose of presenting scientific and clinical data for the discussion and transaction of the Society's business.
39. The Council shall at the AGM of the Society present a report of the activities of the Society during the past year; the Officers and Members of Council and Sub Committees shall be appointed in line with the relevant rules of the Society, as amended from time to time, and any other business relating to the general objects of the Society shall be transacted.
40. No changes to these rules, as opposed to the Memorandum and Articles of Association, shall be made or altered except at any AGM of the Society or at a special general meeting, at either of which two thirds of those Members present and voting agree the rule changes. Notice of such proposal shall be circulated to Members not less than two months prior to the meeting. Such notice shall be given by post or sent electronically by email.
41. In any matters concerning interpretation of the Rules, the decision shall rest with the Council.
42. The name of the Society shall not be used by Members of the Society for the purpose of personal or commercial advertising.
43. In the event of the Society dissolving or winding up, its funds shall be given to such charity or charities as the Council shall select in accordance with the Memorandum of Association.

Reviewed and ratified at the 2021 AGM