

BSACI

Improving Allergy Care
through education, training and research

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, Honorary Members and BSACI Fellows. 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 and BSACI Fellow by Members should be made in writing to the BSACI President. Nominees will be awarded by the BSACI Trustees at the AGM. Both memberships will have voting rights but shall not hold office. The criteria for these awards can be found on the [BSACI website](#).

Honorary Members and BSACI Fellows receive complimentary membership which includes access to all membership benefits. (See the 'Awards' section below for full details.)

BSACI 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 the Board of Trustees.

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

To qualify for Junior membership applicants must be either:

- A non-clinician within 5 years of their last higher degree (e.g., PhD, MSc) or
- A clinical trainee in Allergy or Clinical Immunology or a related clinical specialty.

The above applies to those who are not yet employed in a consultant post (locum or substantive, e.g., 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 Magazine Allergy Update, access to the “members only” section of the Society website and reduced fees for registration at the Annual Conference.

Candidates for Membership

5. Those applying for membership should submit their application online via the BSACI website; candidates shall be considered by the Board of Trustees for membership before being submitted to the AGM for final approval. No candidate shall be considered for membership unless their application has been received by the Society at least 48 hours, before the time set for the AGM. Any application received after such time, shall be put to the Members for approval at the following year’s AGM.
6. BSACI Board of Trustees may withhold or refuse a membership application. In such a case the BSACI Office shall notify the candidate 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 the 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 the Board of Trustees.
7. 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.
8. BSACI Board of Trustees shall grant (at any time) provisional membership to 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

9. Members whose subscriptions remain unpaid will be removed from the Society’s database of members as well as those who wish to resign, or because of conduct incompatible with continued Membership of the Society.
10. Members who retire and acquire ‘Retired Membership status’ will not be offered a refund on annual subscriptions which are in force at the time of their retirement.
11. Subscription payments are on a twelve-month rolling basis from the date the application is received by the BSACI Office or can be paid monthly by Direct Debit. The appropriate timescales for payment of the annual subscription fee will be determined as follows. Before

renewal of membership each year an email will be sent to the member advising that the annual subscription fee is due. 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.

12. By joining the Society, members undertake to behave in a manner consistent with the good order and clinical/scientific aims of the Society.
13. The BSACI Board of Trustees will evaluate any complaint made about the behaviour of a member, following the process set out in the committee members' complaint process [here](#) including whether such behaviour is compatible with the Society and if deemed necessary the BSACI Board of Trustees will decide to cancel membership with immediate effect. In exceptional circumstances the AGM will be informed.

Honorary Officers and Vice Presidents (also known as the BSACI Board of Trustees)

14. The responsibility of the Society shall be overseen by the Board of Trustees which consists of four Honorary Officers: - the President, Secretary, Treasurer, and Past President/President Elect. There will be four Vice Presidents who each will have voting rights, individual portfolios and strategic oversight of one of the following areas:

- Services
- Education and training
- Science and Research
- Workforce

15. Trustees will be elected in the following ways, for the following terms and have the following roles:

(i) The President will be elected for a three-year term of office at an AGM. An election will take place in the year prior to taking up office, during which time the person elected will be known as the President-Elect. Nominations for the position of President will be requested at least two months before the 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 Elect serves for one year in the post prior to taking up the role of President. After serving three years (as President) the postholder will then be known as the Past President for one year thereafter. The President is responsible for matters relating to the BSACI governance, ensuring that the Society, in conducting its business, meets the legal requirements of the Charity Commission for England and Wales. This includes overall responsibility for corporate governance consistent with legislation and best practice, legal issues, finances and human resources. The President is responsible for developing the strategic direction of the Society, with the Board of Trustees, and overseeing its successful business planning and delivery with the CEO.

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, but will be required to stand down once a new 'President-Elect' has been appointed.

The President is the highest serving Officer in the Society and an ex-officio member of all BSACI committees they are expected to represent the Society both in the UK and abroad.

(ii) The Honorary Secretary will be elected position for a three-year period at the AGM and will 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 for one year thereafter. Nominations for the position of Secretary will be requested at least two months before the 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 for matters relating to the BSACI, ensuring that the Society, in conducting its business, meets the legal requirements of the Charity Commission for England and Wales. This includes overall responsibility for corporate governance consistent with legislation and best practice, legal issues, finances and human resources. Specifically, however, the Secretary will provide strategic direction and support on BSACI membership.

(iii) The Honorary Treasurer will be an elected position for a period of three-years and will take up office with immediate effect after the AGM. Like the position of Secretary, 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 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 conducting BSACI business, meeting the legal requirements of the Charity Commission for England and Wales. This includes overall responsibility for corporate governance consistent with legislation and best practice, legal issues, finances and human resources. Specifically, the Treasurer will have oversight for all aspects of the financial management of the Society and will be officially the Company Secretary.

(iv) Vice Presidents with Portfolios

BSACI shall appoint four Vice Presidents who shall have responsibility for the governance of the Society and specific areas relating to BSACI strategy. They will be elected members with voting rights, a BSACI Trustee and will sit on the Board of Trustees. Their term of office is two years, the postholder can be re-elected for a 2nd consecutive term.

16. The Board of Trustees will meet monthly to conduct business of the Society, all meetings shall be minuted. From time to time and when necessary, advisors may be co-opted onto the Board of Trustees, but will have no voting rights.

Council

17. The BSACI Council consists of representatives of all groups within the BSACI membership and is a consultative body representing the views and opinions of the membership. It shall put forward views and debate on a wide range of issues that affect the specialty of allergy and clinical immunology. It shall be free from routine management and shall be accountable to the Board of Trustees. Council shall meet up to three times a year, all members of Council are expected to attend the regular meetings and non-attendance at three consecutive meetings may result (at the President's discretion) in membership of Council being withdrawn.
18. The provisions of the Articles of Association relating to the removal of trustees shall apply mutatis mutandis to the removal of Members of the Council.
19. The BSACI Council shall consist of the Four Honorary Officers, Four Vice Presidents, Chairs of the Standing Committees and Special Interest Groups (SIGS) and a representative of the Clinical Immunology Professional Network (CIPN), the immediate past President or the President-Elect. The Standing Committees and Special Interest Groups will be ex-officio members of Council.
20. 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.

21. A quorum for a Council Meeting shall be one officer and five additional members of the Council who are not a trustee.

22. At least two months before the AGM, the BSACI Office shall write to all members seeking nominations for the vacancies for members of The Board of Trustees. All nominations shall be seconded by at least two members of the Society and shall be forwarded to the BSACI Office within four weeks of the notice being sent out. In the event, that an election is required, not less than twenty-one days before the AGM the BSACI Office shall carry out the following:

23. President Election

Each nominee will be required to answer a series of questions around their experience in relation to the role and the vision they have for the Society. This will be pre-recorded and sent to the membership where voting will be undertaken via survey monkey. The results will be conveyed at the AGM.

24. In relation to all other elected positions candidates (where more than one candidate has been nominated) nominees will be required to send the BSACI Office a set number of words detailing their experience and vision in relation to the position. This will be sent to all members on a Survey Monkey so members are able to cast their votes.

25. 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 e.g., 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 are distributed among the remaining candidates. This is followed by the 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.

26. *Clinical and Experimental Allergy* is the official journal of the Society. The Editor(s) are appointed by Wiley Blackwell together with the support of BSACI. The Editor(s) will be required to provide a report to the BSACI AGM each year.

27. Standing Committees of Council

Standing Committees are committees that play an integral part in the overall work of the Society and have a degree of autonomy when carrying out and leading in areas which greatly impact the Society. There are currently four Standing Committees these are:

- Standards of Care Committee
- BSACI Conference Committee
- Ethics, Equality and Diversity and Inclusivity (EEDI)
- BSACI Allergy Education Network

Chairs of Standing Committees will be appointed for a term of 3 years (except the Annual Conference Lead(s)). Re-appointment will be possible for a further 3 years using the process details below. The Chair will be an ex-officio member of the BSACI council. The process of appointing a new Chair will begin with an email to the membership inviting 'Expressions of Interest'. Applicants will be required to send in a CV and letter detailing their

experience/expertise in relation to the position to the BSACI Trustees as well as a completed 'Declarations of Interest' form. If there is only one applicant, and the Trustees agree, then that applicant will be appointed. If more than one application is received, the Trustees will invite selected applicants to attend an interview which will be conducted by the President, outgoing chair, and one other Trustee.

NB: In the case of the BSACI Conference Committee Chair(s), leads are expected to deputise for two years prior to taking up the post as Conference Lead (Chair) for two years. Thus, serving for a four year term in total.

28. Special Interest Groups (SIGs)

The SIGs are an important vehicle for advancing the strategic work of the Society. They are advocacy groups that share an interest in advancing their expertise, knowledge and influence within allergy and clinical immunology, and by networking and providing an information exchange.

There are seven Special Interest Groups (SIGs)

- Paediatrics
- Adult Allergy
- Trainees
- Primary Care
- Nurses
- Dietetics
- Psychology

Chairs of the 'Special Interest Groups' will be appointed using the same process as the Standing Committees. They will serve for three years and can be re-appointed for a second term. The chair of each SIG will be responsible for the activities and responsibilities of that group. Any SIG can be disbanded, and a SIG established by agreement of the Board of Trustees and ratified at the AGM.

29. BSACI Working Groups

Where there is a perceived need/and or gap in a specific area, the BSACI Board of Trustees will form a 'Working Group' to deliver and achieve the required output. The process for setting up and recruiting a chair of a Working Group would be the same as a BSACI Committee and SIG. However, Working Groups are time limited and once the required output has been achieved the 'Working Group' will be required to disband.

Chairs of Working Groups do not sit on Council. If after the work has been completed it was established that there was an on-going need, the Board of Trustees may decide the Working Group should become a SIG or Standing Committee.

The BSACI Administrative Office and the BSACI as Employer

30. The Society's Chief Executive Officer will be directly accountable to the Board of Trustees. The day-to-day operations of the Society will be carried out by BSACI staff overseen by the BSACI Chief Executive with support from the BSACI Chief Operating Officer.
31. Terms of employment, pensions and pay for employees of the Society will be determined by a Remuneration Committee made up of the Honorary Officers of the Society.

Society Awards and Endorsement

32. Each year the Society may make the following awards at its Annual Conference:

- a) The Jack Pepys Lectureship, for outstanding contributions to the science of allergy and clinical immunology. This will be an international award. BSACI Council Members will nominate candidates for this Lectureship and all 'named lectures'. The Lectureship will be awarded yearly at the discretion of the Board of Trustees. The Awardee will be chosen from among the nominees by a vote of the Board of Trustees. The recipient will deliver a keynote lecture at the Society's Annual Conference. The award will be in the form of a silver engraved plate and a framed certificate.
- b) The William Frankland Award, for outstanding contributions to clinical allergy. The award recognizes those who have provided outstanding services in the field of clinical allergy in the United Kingdom. The membership will be invited annually to nominate candidates for the award. If more than one nominee is put forward the awardee will be chosen from amongst the nominees by a vote of the Board of Trustees. The recipient will be presented with a silver salver and a framed certificate at the Annual Conference.
- c) The Harry Morrow Brown Memorial Lectureship. Council Members will be asked to nominate candidates for the Harry Morrow Brown Lectureship on the basis of outstanding contributions to clinical Paediatric Allergy. The Board of Trustees will vote on the person they wish to nominate for this lecture. The recipient will deliver the lecture on the practical application of scientific research to clinical practice. An award will be made every two years at the discretion of The Board of Trustees.
- d) The Barry Kay Award is given to those for the best abstract in each of the categories and will be presented at the Annual Conference. Abstract judges will be appointed via the BSACI membership, and recipients of the award will be presented with a framed certificate and £250 prize money at the conference. To qualify for the Barry Kay Award the presenting author must be an 'early career researcher'. This is defined as an undergraduate student, clinical trainee in allergy or clinical immunology or a related clinical speciality, or any non-clinician within five years of their last higher degree (e.g., PhD, MSc) or qualifying degree who has submitted an abstract.
- e) Abstract Awards to attend the BSACI Annual Conference will be available in open competition to Junior, Student and Nurse & Allied Health Professional Members. Non-members presenting an abstract at the Annual Conference and who are full time students or clinical trainees in Allergy or Clinical Immunology or a related clinical specialty may apply for an Abstract Award. However, priority will be given to BSACI members.
- f) To increase awareness of adult allergy amongst FY2, IMT and adult trainees up to ST3, applicants will be given the opportunity to apply for a medical scholarship if they are considering adult allergy as a career path. This will give scholars an opportunity to attend the BSACI Annual Conference, learn more about allergy, and what to expect when taking this as a career path. This is a strategic priority of the Society, therefore funds will be allocated in the annual budgets to support this each year. The amount each year will be determined by the projected financial status of the Society.
- g) Candidates may be nominated only for a named lectureship or award (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.
- h) Fellows of the British Society for Allergy and Clinical Immunology (BSACI) are distinguished members who have been given the honour to use FBSACI (Fellow of the British Society for Allergy and Clinical Immunology) postnominal. Fellows are

recognised BSACI members who have made significant contributions to the Society in providing a continuously active role for 20 years or more, helping to shape the Society, and allergy & clinical immunology as a speciality within the UK.

Nominees eligible for a Fellows Award are current BSACI members who have at least 20 years of continuous membership. Members must be nominated by a current BSACI member. Members are unable to self-nominate. The Board of Trustees will vote on the nominees and the nominee with the most votes will be presented with this honour at the BSACI Annual Conference in the 'Celebrating Excellent in Allergy Care & Research' session. A short citation will be read out and the Fellow will be presented with a pin badge and framed certification. The newly appointed Fellow will be invited as a guest to the President's dinner the year of being awarded and will be listed on the BSACI website on the Fellows 'Wall of Honour'. They will also receive free lifelong Society membership.

i) **BSACI Honorary Membership**

Honorary Membership is the highest honour the BSACI can bestow, recognising exceptional contributions at an international level to the advancement of allergy & clinical immunology. Honorary Membership is given to those who have never been a BSACI member. Nominees must be nominated by a BSACI member and cannot self-nominate. The benefits and process by which an Honorary Member is nominated, appointed and awarded are the same as the BSACI Fellow.

j) **Tony Frew Education Award** is a separate award, judged from those educational abstracts which have been submitted to the BSACI Conference. Lead authors are invited to present their abstracts in the 'Education Showcase' session. The session panel will award a prize of £250 to the winner whose abstract is identified as delivering effective, impactful education with excellence.

General

33. Annual General Meetings (AGMs) 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. Members of the Board of Trustees shall at the AGM present a report of the activities of the Society during the past year.
34. The Officers and Council Members shall be appointed in line with the relevant rules of the Society and Terms of Reference and any other business relating to the general objects of the Society shall be transacted.
35. 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 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.
36. In any matters concerning the interpretation of the Rules, the decision shall rest with BSACI Trustees.
37. The name of the Society shall not be used by Members of the Society for the purpose of personal gain or commercial advertising.
38. 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.

Notes and Definitions

Notes:

1. Council is convened three times a year at the request of the Board of Trustees to discuss specific Society issues, it is a consultative body which is representative of the BSACI membership providing Trustees with access to general membership opinion on key strategic issues and policies.
2. Patient Advisory Group available for BSACI groups to consult. This group will consist of individuals who have experience of a wide range of allergies whom the BSACI can call upon to work with the Society in a number of capacities. NB: This will not be a formal group, details of the group and members will be held by the BSACI Executive Team.
3. Allergy Update will be developed with the Editor within BSACI Headquarters. The Editor shall hold the post for one term only (two years) and will be unable to hold the post for a consecutive two year term.
4. Adult Allergy Committee will include a formal representative who sits on the RCP (Royal College of Physicians) Medical Specialties Board, the Adult Allergy trainee representative will sit on this committee.
5. Adult Gastroenterology will be a subgroup of Adult Allergy.
6. Dietetic Group will be a joint group with BDA (British Dietetic Association) Food Allergy Specialist Group members (FASG.)
7. Key external stakeholders are allergy charities, Clinical and Experimental Allergy Editors and Chair of the National Allergy Strategy Group (NASG.)
8. EAACI (European Academy of Allergy and Clinical Immunology) representative – A member of the Board of Trustees will be officially responsible for liaison with EAACI going forward.
9. Paediatric Committee will have representatives from RCPCH (Royal College of Paediatrics and Child Health), CSAC (College Specialty Advisory Committees) and from a paediatric gastro-allergy group and Palforzia Working Group as well as a formal representative who sits on the RCPCH Medical Specialties Board.

Definitions

Members (AGM) - These are who the Board of Trustees serve and is answerable to.

Board of Trustees – Legally responsible for governing BSACI and directing how the Society is managed. The Board of Trustees ensures the best interests of its members are served through strategic decision making.

Chief Executive Officer (CEO) – Responsible to the Board of Trustees and provides leadership and overall strategic direction of the organisation, which is determined by the Board of Trustees in deliberation with the BSACI Council.

Chief Operations Officer (COO) – Responsible for the day to day operations of the Society, and directing and managing the BSACI team in the delivery of BSACI strategic objectives.

Executive Team – Responsible for supporting the membership, managing and coordinating the delivery of the BSACI's strategic objectives.

Council – Plays a significant role in discussing and debating issues as well as acting as a consultative body in respect of the Society's policies and provides the Board of Trustees with access to general membership opinion. Council is made up of Board of Trustees, Special Interest Groups Chairs and

Chairs of the Standing Committees. It also has representation from the Clinical Immunology Professional Network CIPN and meets three times a year.

Special Interest Groups (SIGS) – An important vehicle for advancing the strategic work of the Society. They are advocacy groups that share an interest in advancing their expertise, knowledge and influence within allergy and clinical immunology, and by networking and providing an information exchange.

Standing Committees – Permanent committees that play an integral part in the work of the Society and have a degree of autonomy when carrying out and leading in areas which impact the Society overall.

Working Groups – Those with expertise who are able to deliver and achieve a specific output where there is a perceived need/and or gap and are time limited. If there is an on-going need, a Working Group may become a SIG or Standing Committee over time.

Advisors

Patient Advisory Group – Have allergies or have some direct experience of allergy and volunteer to be a BSACI patient advisor when needed. The group do not meet. They are a pool of patient advisors on the BSACI database who agree to provide advice from a patient perspective when needed.

Advisors – Experts that are co-opted onto the board of trustees to provide advice in areas generally non-medical e.g., legal, HR, media, funding etc.,.

Communications

Editor of Allergy Update – Appointed to develop two editions of the online publication each year. The Editor works closely with the Communications Managers, the BSACI Executive Team and the BSACI Secretary to develop the publications.

External Groups

National Allergy Strategy Group ([NASG](#)) – An alliance of the patient organisations and the BSACI. It aims to improve the lives of all people with allergies in the UK and influence the Government to improve allergy services across the NHS. The BSACI President sits on the NASG along with the BSACI Chief Executive Officer

Perioperative Allergy Network ([PAN](#)) – A multidisciplinary forum for anaesthetists, allergists and immunologists who work in this field, or are interested in doing so. They are a UK wide network created jointly by the BSACI, the [Association of Anaesthetists](#) and the [British Society of Immunologists Clinical Immunology Professional Network](#).

Clinical & Experimental Allergy – The BSACI is the official society of the journal. The editors meet with the board of Trustees at various times throughout the year and provide a report at the AGM.

Allergy Patient Organisations – The BSACI closely collaborates in areas that align with the BSACI's aims and objectives with patient organisations.

Reviewed and ratified at the 2023 AGM