



BY-LAWS OF THE ASIA PACIFIC ASSOCIATION OF
ALLERGY, ASTHMA AND CLINICAL IMMUNOLOGY

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Article I - MEETINGS

Section 1. The Association shall hold regular scientific, educational and business meetings to be called Congresses normally at intervals of three years. The time and place of each Congress shall be selected two terms in advance. Where more than one Member Society expresses an interest in hosting the Congress, their representatives shall be invited to present their proposals to the Meeting of the House of Delegates. A decision shall be made by secret ballot of the Delegates present.

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 at which the composition of the special committees proposed by the President (Article VI, Section 3) shall be put forward for approval. 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 (1/4) of the number of Delegates.

Section 3. The officers and executive committee shall hold a business meeting at the time of the Congress. The outgoing officers and executive committee shall be invited to attend but without a vote.

Article II - QUORUM

Section 1. Fifty percent (50%) 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 is not represented by its Delegate or Alternate 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 is not represented at a meeting of the House of Delegates either by its Delegate or Alternate Delegate in person respectively, it may give its proxy in a letter signed by its President or Secretary 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.



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Article III - FINANCES

Section 1. Each Member Society and each individual 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 Treasurer shall normally be one of the members of this Committee. The function of this Committee shall be to examine the budget expenses, to estimate income, to recommend dues and to explore 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. Dues shall be levied on Member organizations on a per capita basis of financial members. 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 (2/3) affirmative vote.

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 Asia Pacific Association of Allergy and Clinical Immunology. He shall be responsible for safe-keeping of all archival material.

Article V - SPECIAL COMMITTEES

Section 1. The President shall appoint where necessary, a Program Committee, a Finance Committee, a Nominating Committee, an Organization Committee, a Committee on the Constitution and By-Laws, a Credentials Committee, a Public Relations Committee, and any other special Committees which he deems necessary, and shall designate the chairperson of each committee. The membership of these committees shall be subject to the approval of the Executive Committee. The reports of the special committees shall be air-mailed to the President and other officers by 90 days prior to Congress.

Section 2. The Program Committee shall consist of the President, the President-Elect and at least three other Members of the Association. The President-Elect shall be Chairman and the President shall be Co-Chairman. The host country has ultimate responsibility for the program of the Congress.



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Section 3a. The Organization Committee shall be responsible for all matters relating to the organization and management of the Congress of the Association. It 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 responsible for:

- a) 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;
- b) arrangements for hotel accommodation for members and guests;
- c) travel arrangements;
- d) planning and organization of entertainment and excursions immediately connected with the Congress;
- e) printing of the Program when this is delivered to it by the Programme Committee;
- f) registration of Members and guests beforehand and at the opening of the Congress.

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 audited account of the receipts and expenditures to the President and Treasurer within a reasonable time after the Congress ends.

Section 3b. The Organization Committee, on behalf of the National Society hosting the Congress, shall enter into a written agreement with the Association setting out the terms and conditions for hosting the Congress. These shall include

1. the responsibilities of the Organizing Committee as detailed in Section 3a
2. the terms of any grant made by the Association to the Organization Committee to assist in the organization of the meeting, including its repayment to the Association
3. the formula agreed upon for the disbursement of the proceeds of the Congress after expenses have been paid.

Section 4a. 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 chairperson. Should he not serve as chairman because of death, disability or for any other reason, the progressing member next senior to him shall take his place for the balance of the term and shall then serve his regular full term as chairperson.



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Section 4b. 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.

Section 5. The duties of the Credentials Committee shall be to examine and report to the President and the Secretary-General of the Executive committee on applications for membership in terms of Article IV, the purposes of the Association. The Committee shall consist of a Chairman and senior representatives of the National Societies. They will require evidence that the application is from a society of National status, with an acceptable constitution and with evidence as to the number of full paid-up members on the basis of which the number of delegates to the Association is determined (Article V, Section 2(a)). For affiliate and individual membership the committee will require evidence that the applicants are of good scientific standing.

Section 6. The duties of the Public Relations Committee are to initiate and co-ordinate all aspects of scientific and lay publicity of the Association, its Congress and its program. It shall consist of a Chairman, the Executive Secretary of the Association, the Chairman of the local Organizing Committee and other members appointed as required.

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 X of the constitution. It may apply for re-admission after one full interval has elapsed between Congresses, subject to the provisions in Article VIII 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 - DELEGATES

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 VIII - COMMUNICATIONS

The Secretary-General shall send the communications regarding scientific meetings and other issues of general interest to the editors of all Journals with a commitment to allergy, to the President of each Member Society and to each Member from a country where there is no Member Society.



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Article IX - ORDER OF BUSINESS

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

- (1) Call to order
 - (2) Presentations of credentials of the Delegates
 - (3) Reading of minutes
 - (4) Unfinished business
 - (5) Report of Committees
 - (6) Financial report
 - (7) Election 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
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Article X - 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.

28th March 2007

Incorporating amendments proposed by the Executive Board of APAAACI and the House of Delegates, Tokyo, 6th October 2004.