

Bylaws of the IUIS

The Bylaws lay down the general rules whereby the IUIS will be administered and should be used in conjunction with the Constitution of the Union. Bylaws may be changed by a simple majority vote of the Council and the General Assembly as described in the Constitution.

1. Qualification for Membership in the IUIS

Regular Members

An organization representing all immunologists working in a scientifically independent territory as defined in the Constitution Article 2.1.1 (normally a nation) may apply for membership in the IUIS. Application for membership should include a copy of the Constitution of the applicant organization, stating the objectives, the methods for defining and electing individuals as members and the methods for appointing and/or electing officers of the organization. Membership of a society should not be discriminatory in terms of gender, race, religion or academic or professional qualifications held. Applicant organizations should also submit the approximate numbers of the people who belong to the organization. Such applications will be submitted to members of the General Assembly, who will approve membership in the IUIS by a simple majority vote.

Regional Federations of IUIS Member Societies

Several Regular Members may form a Regional Federation (hereafter termed "Federation" in this document) as described in the Constitution Article 2.1.2. New groups of this type may apply for Membership in the IUIS, but no single Regular Member may be a full participant in more than one Federation. New Regional Federation Members should submit their Constitutions as described above for Regular members. Applications for Federation status may be approved by a simple majority vote of the General Assembly. Membership of IUIS will, by agreement of the Federations, normally qualify the new Member for admission to membership of a Federation.

International Affiliate Members

Organizations eligible for membership as International Affiliate Members, as defined in the Constitution Article 2.1.3, may apply for membership in the IUIS and applications should include a copy of the governing Constitution of that organization, as described above for Regular Members. Affiliate membership in the IUIS will be approved by a simple majority vote of the General Assembly.

2. Administration

The IUIS will be administered by its Officers as described in the Constitution Article 3. The Officers will be helped in these matters by a Secretariat, to be based at a location convenient to the Officers. The Secretariat will be charged with distribution of correspondence between the various committees of the Union and with administrative organization of meetings of Council and the General Assembly. It will also be responsible for distribution and collection of voting ballots at physical meetings of the Council and General Assembly.

The major scientific meeting of the IUIS shall be known as the International Congress of Immunology (ICI) and this shall normally be held approximately every 3 years or at other times as specified by the Council of the IUIS. The ICI will be organized for and on behalf of the IUIS. Organization of the ICI shall be approved by the Council of IUIS.



3. Meetings of Governing Bodies

The Council will normally meet physically immediately before the International Congress of Immunology, immediately afterwards and once per year as described in the Constitution Article 5.4.1. Likewise, the General Assembly will normally meet physically at every International Congress of Immunology, usually held once every three years, as described in the Constitution Article 4.4.1. Meetings of the Council and General Assembly will be run according to normal Committee meeting rules (Robert's Rules of Order).

Observers may be invited to attend the meetings of the Council or General Assembly at the President's discretion. They will normally not contribute to the discussion unless specifically called upon by the President. Observers shall be seated in an area physically separate from voting delegates.

Votes at physical meetings of the Council will be by show of hands unless, by a majority vote beforehand, Council indicates that a secret ballot is preferred. Ballots for secret voting will be prepared, handed out and collected by members of the Secretariat. Only Members of the Executive Committee, the 16 elected members of Council and a nominated representative of each of the dues-paying International Affiliates as defined in the Constitution Article 2.2 may vote at Council meetings. Other representatives and guests may not vote.

During physical meetings of the Council, only qualified individuals who are actually present at the time of the vote may do so. Voting in absentia or by proxy will not be allowed.

Votes at physical meetings of the General Assembly will be by show of hands unless the Executive Committee indicates that a secret ballot is preferred. In that case, numbered ballot sheets will be prepared, handed out and collected by members of the Secretariat. The names of appointees to the General Assembly will have been given by their individual sponsoring Societies in writing by mail/FAX/email/virtual to the Secretariat at least 14 days before the physical meeting of the General Assembly. Members of the General Assembly must be present in order to cast their votes. Absentee votes or votes by proxy will not be allowed.

Voting by the Council or General Assembly will also be allowed by post, FAX, email or virtual. Under these circumstances Members will be provided with the information about the vote at the same time as the request to vote. They will then have up to 60 days to return their ballots, to an address chosen by the Executive Committee. This site must be selected so that the votes can be collected and tabulated by the IUIS Secretariat or by an independent party with no affiliation to the IUIS or its member societies. Once tabulated the summaries of the votes will then be sent to the President of the IUIS. By these means the ballots can remain secret.

4. Replacement of Members of Council or the General Assembly

Under some circumstances members of Council or delegates to the General Assembly may be unable to continue their duties. In this case the Regular Member, Federation, Affiliate Member or Committee may propose a substitute in writing to the President of the IUIS, explaining why the substitution is necessary and enclosing a curriculum vitae and description of the qualifications of the nominee. The President will then submit these materials to the members of the General Assembly for their approval by a simple majority vote, as described above.

5. Organization of International Congresses

The IUIS shall normally hold an International Congress of Immunology (ICI) every 3 years. The procedures for deciding the site of this meeting will be as follows. Regular Members or Regional Federations of the IUIS which wish to be considered shall send a letter of intention to submit an application to host the ICI, to the President of the IUIS, normally 7-8 years before the Congress will be held. The Executive Committee of the IUIS will respond by sending the applicant organization a list of questions about the organization and site of the Congress. The applicant organization will reply to this list of questions by a date stipulated by the Executive Committee, normally 7 years before the Congress is to be held. One

or more members of the Council may visit the proposed sites. During the Council Meeting before an ICI usually 6 years before the proposed Congress, the Council will consider the various bids, hear presentations from the applicant organizations, and the reports of Council Members who have visited the sites. Council will then vote by secret ballot to choose the site. In the event no site wins by a simple majority at the first vote, a second ballot will be conducted to select between the two applicants gaining the most votes in the first ballot. Council will then submit and explain this choice to the next meeting of the General Assembly. Presentations may be made by applicant organizations. The General Assembly will then vote by secret ballot on the Council's decision but may override Council's decision only by a two thirds or more majority. IUIS will then enter into a contractual agreement with the organizers of the Congress, specifying how any excess revenues or risks will be divided.

The International Congresses will be organized by the successful applicant organization, with input from an International Committee. The composition of this committee will be determined by the applicant organization but will include at least 4 representatives of the IUIS Council and at least 1 representative of the Executive Committee of the IUIS.

6. Solicitation of Funds

The IUIS may seek gifts, contributions, donations and bequests. All funds received by the IUIS shall be dedicated to and invested solely for the purposes of furthering the goals of the IUIS as described in the Constitution Article 1. Council may establish guidelines for the acceptance or refusal of gifts, contributions, donations or bequests, and for the disbursement of funds by the IUIS in such a manner as may, in the judgment of the Council, be consistent with the purposes of the IUIS.

