American College of Allergy, Asthma & Immunology



American College of Allergy, Asthma and Immunology

Governance Manual

Introduction

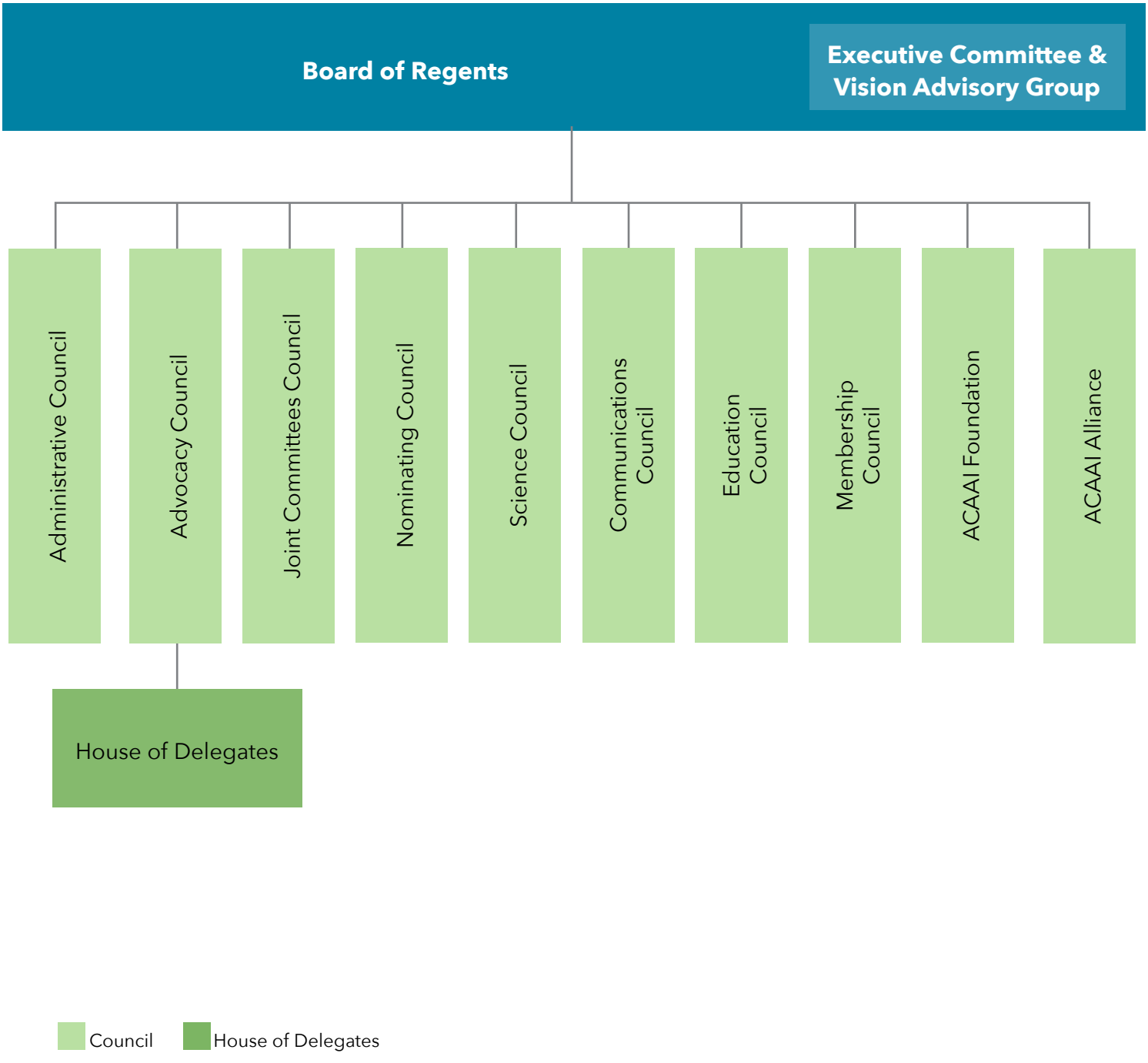
This Governance Manual outlines the system of governance and management to assist the appointed volunteer leaders and members of the American College of Allergy, Asthma and Immunology (ACAAI) in ensuring smooth and strategic operation of the College. The Manual specifies the purpose, composition, budget and communications requirements for the Councils, Committees, Subcommittees, Editorial Boards and House of Delegates. The College's Board of Regents approved this document and will review and approve its modification as needed.

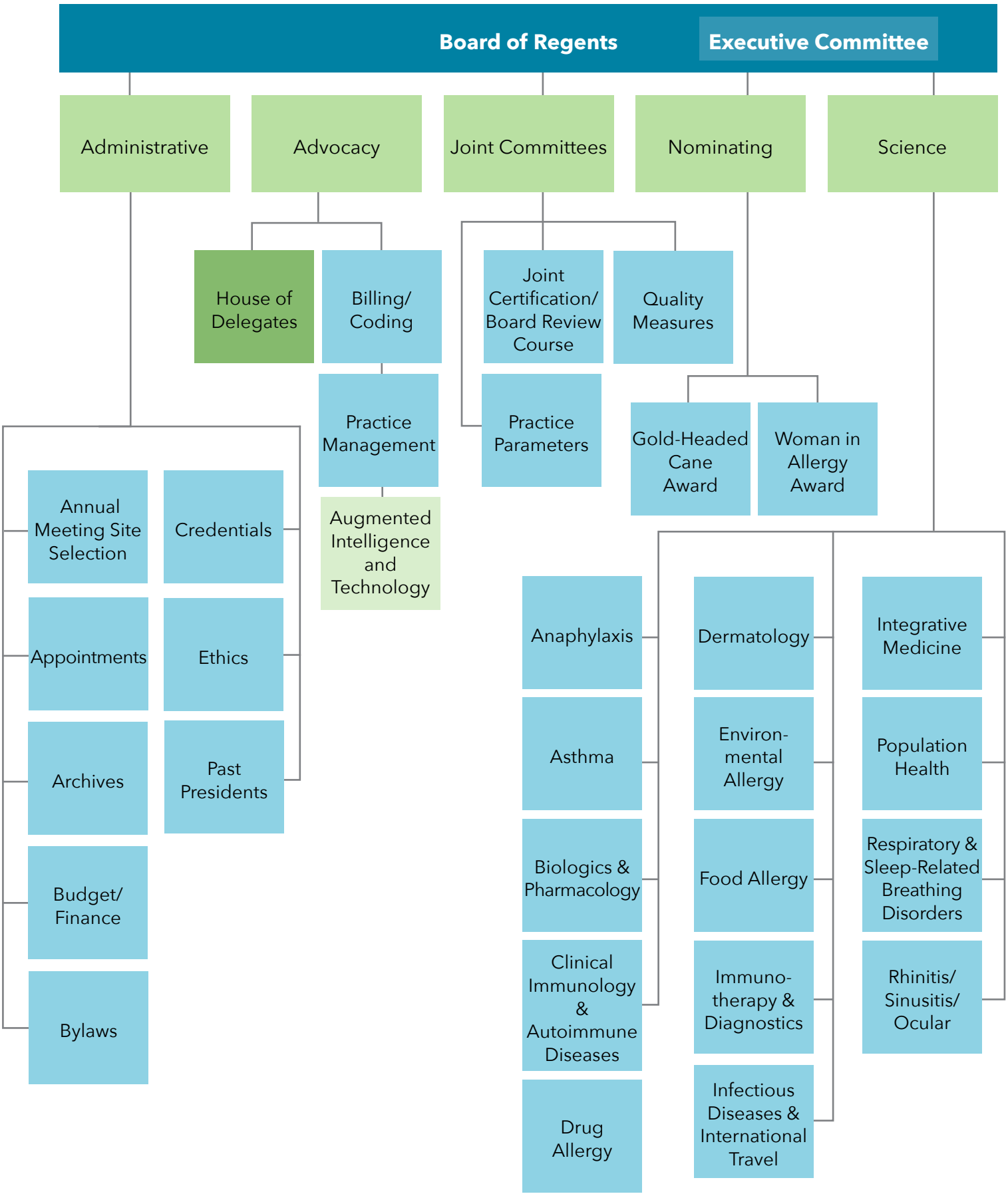
Organizational Structure

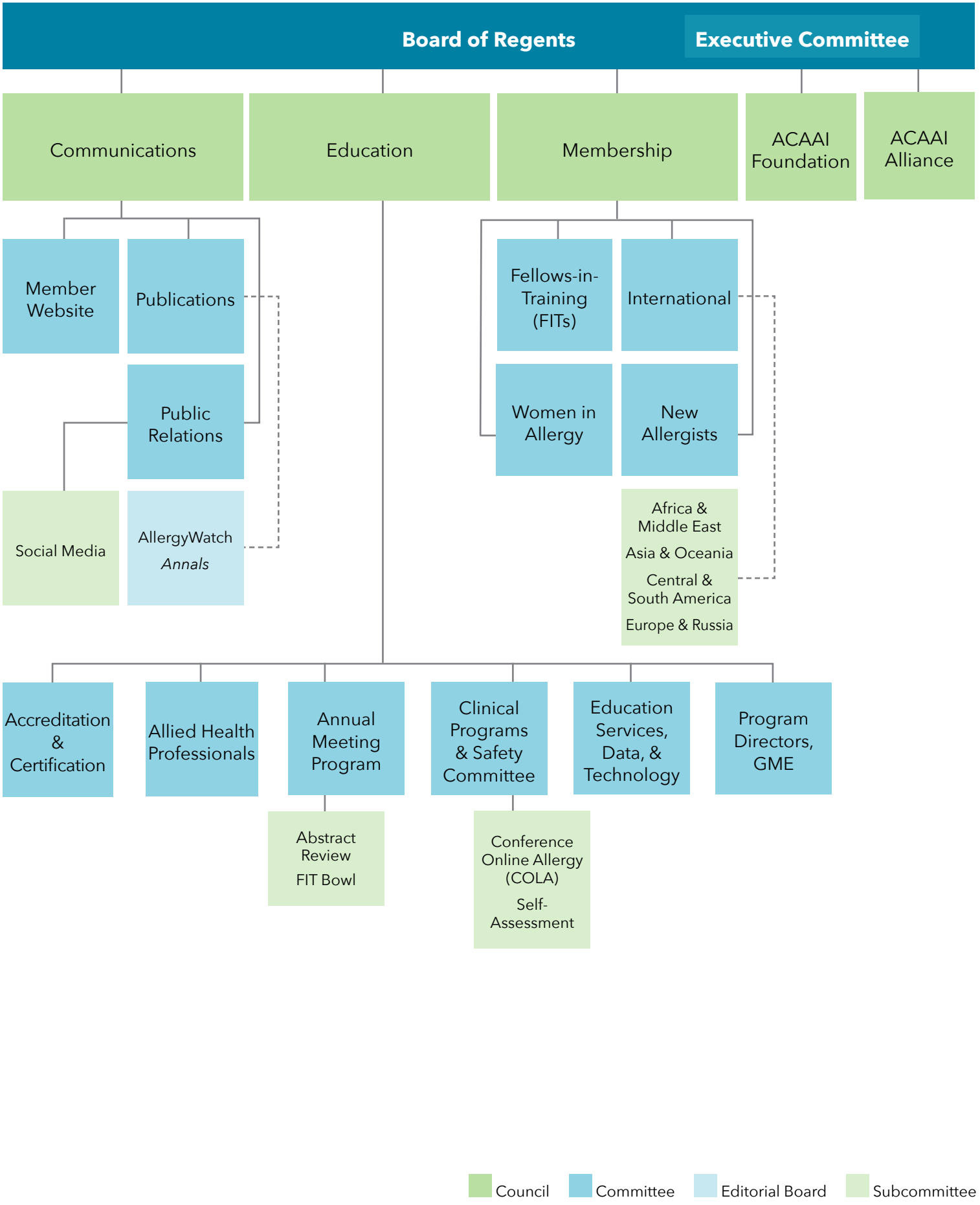
The structure of the organization includes the following: Board of Regents, Executive Committee, Councils, Committees, Subcommittees, Editorial Boards and the House of Delegates. Each of these components has a defined purpose and responsibilities as authorized by the Board of Regents.

Vision Advisory Group

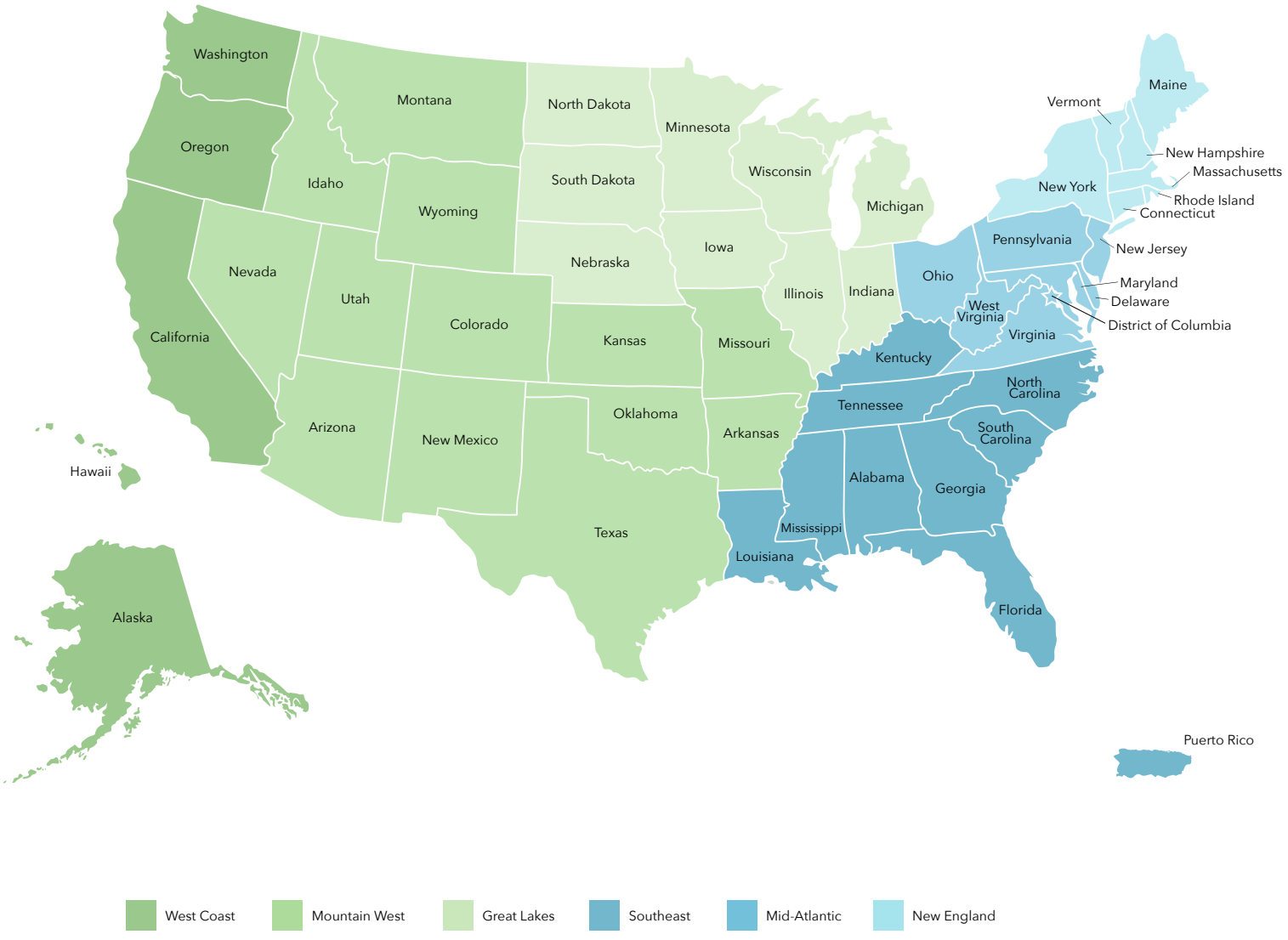
The Executive Committee serves as the Vision Advisory Group. The Executive Medical Director serves as chair of the Vision Advisory Group. The group is responsible for developing and implementing the College's strategic planning activities. It works through the Councils and provides organizational oversight.




Board of Regents
Executive Committee
Administrative
Advocacy
Joint Committees
Nominating
Science
House of Delegates
Billing/ Coding
Joint Certification/ Board Review Course
Quality Measures
Practice Management
Practice Parameters
Gold-Headed Cane Award
Woman in Allergy Award
Annual Meeting Site Selection
Credentials
Appointments
Ethics
Archives
Past Presidents
Budget/ Finance
Bylaws
Augmented Intelligence and Technology
Anaphylaxis
Asthma
Biologics & Pharmacology
Clinical Immunology & Autoimmune Diseases
Drug Allergy
Dermatology
Environ-mental Allergy
Food Allergy
Immuno-therapy & Diagnostics
Infectious Diseases & International Travel
Integrative Medicine
Population Health
Respiratory & Sleep-Related Breathing Disorders
Rhinitis/ Sinusitis/ Ocular
Council
House of Delegates
Committee
Subcommittee


Board of Regents
Executive Committee
Communications
Education
Membership
ACAAI Foundation
ACAAI Alliance
Member Website
Publications
Public Relations
Social Media
AllergyWatch
Annals
Fellows-in-Training (FITs)
International
Women in Allergy
New Allergists
Africa & Middle East
Asia & Oceania
Central & South America
Europe & Russia
Accreditation & Certification
Allied Health Professionals
Annual Meeting Program
Clinical Programs & Safety Committee
Education Services, Data, & Technology
Program Directors, GME
Abstract Review
FIT Bowl
Conference Online Allergy (COLA)
Self-Assessment
Council
Committee
Editorial Board
Subcommittee


Advocacy Council
House of Delegates
Great Lakes
Illinois
Indiana
Iowa
Michigan
Minnesota
Nebraska
North Dakota
South Dakota
Wisconsin
Mid-Atlantic
Delaware
District of Columbia
Maryland
New Jersey
Ohio
Pennsylvania
Virginia
West Virginia
Mountain West
Arizona
Arkansas
Colorado
Idaho
Intermountain West Allergy Association
Greater Kansas City Allergy Society
Kansas
Missouri
Montana
Nevada
New Mexico)
Oklahoma
Texas
Utah
Wyoming
New England
Connecticut
Maine
Massachusetts
New England Society of Allergy
New Hampshire
New York
Rhode Island)
Vermont
Southeast
Alabama
Florida
Georgia
Kentucky
Louisiana
Mid-South Allergy Forum
Mississippi
North Carolina
Puerto Rico/ U.S. Territories
Southeastern Allergy Association
South Carolina
Tennessee
West Coast
Alaska
California
Hawaii
Oregon
Washington
Western Society of Allergy, Asthma & Immunology
Region
State


Washington
Oregon
California
Nevada
Idaho
Montana
Wyoming
Utah
Arizona
Colorado
New Mexico
North Dakota
South Dakota
Nebraska
Kansas
Oklahoma
Texas
Minnesota
Iowa
Missouri
Arkansas
Louisiana
Wisconsin
Illinois
Michigan
Indiana
Ohio
Kentucky
Tennessee
Mississippi
Alabama
Georgia
Florida
South Carolina
North Carolina
Virginia
West Virginia
Pennsylvania
New York
Maryland
Delaware
District of Columbia
New Jersey
Connecticut
Rhode Island
Massachusetts
Vermont
New Hampshire
Maine
Hawaii
Alaska
Puerto Rico
West Coast
Mountain West
Great Lakes
Southeast
Mid-Atlantic
New England

Councils – Overview

The Councils of the College are:

- Administrative Council
- Advocacy Council
- Communications Council
- Education Council
- Joint Committees Council
- Membership Council
- Nominating Council
- Science Council

The Councils have responsibility for the coordination of Committees or other groups of the College sharing a common interest and such other responsibilities and duties as the Board of Regents may delegate. The Board of Regents may establish additional Councils or abolish any Council as it may deem appropriate or necessary for the governance and management of the College.

Purpose: All Councils shall perform the functions assigned to them by the President or the Board of Regents and shall make timely reports to the Board.

Composition and Term: Councils are composed of the reporting Committee chairs and select vice chairs, as selected by the Appointments Committee and approved by the Board of Regents. A Board of Regents member serves on each Council. A Council chair is selected by the Appointments Committee and approved by the Board of Regents. Each Council has six to 12 members. Unless specifically appointed on the basis of holding a leadership position, no Council member shall serve on more than one Council at the same time, with the exception of Board of Regents members, who may serve on two Councils simultaneously but should strive to serve on as few as possible. Terms are two years in duration and coincide with the term of the respective Committee leadership position. Members can apply to renew for a single second two-year term.

Councils with composition exceptions are noted with an asterisk (*) on the following page.

Resignations, Removal and Vacancies: Council members are expected to complete their terms, but may resign by giving written notice to the Appointments Committee chair stating the effective date of the resignation. A Council member may be removed at the discretion of the President or the Board of Regents, whenever in their judgment the best interests of the College would be served. Vacancies in the membership of any Council are filled by appointments made in the same manner as the original appointments to that Council.

Quorum: Unless otherwise provided in the resolution establishing a Council, a majority of the whole Council constitutes a quorum, and the act of a majority of the members present and voting at a duly called meeting at which there is a quorum is the act of the Council.

Budget and Financing: Councils assist with the implementation of strategic priorities established by the Board of Regents that are funded through the College's budget. Councils provide oversight to their reporting Committees, make recommendations to the Board of Regents and facilitate the planning of the next year's budget.

Communications: To foster engagement and awareness across all levels of the College, Councils maintain communications as follows:

- Biannual reporting: Councils report to the Board of Regents twice a year after vetting the reports, requests and recommendations provided by reporting Committees in April and September (in anticipation of the June and November Board meetings) and then determining what to submit to the Board of Regents for consideration.
- Meetings: Councils hold a biannual conference call, to be held prior to the submission of the biannual reports, to ensure that the work of the Committees they govern is aligned with the College's overarching strategic priorities and with the related work of other Committees.

Attendance at Meetings: To maintain continuous flow of operations and sound management of the organization, Council members are expected to attend all Council meetings, which generally will be by conference call. Any member of a Council may be excused from any meeting, for good cause, upon giving notice of an acceptable reason for being absent to the Council chair in advance of the meeting.

Administrative Council

Purpose: The Administrative Council ensures the success of the College through oversight of budgeting, bylaws changes and enforcement, ethics, credentials and Committee appointments.

Composition: Members of the Administrative Council and reporting committees are selected by the College's

President upon consultation with the President-Elect and Vice President."

Advocacy Council*

Purpose: The Advocacy Council acts as the leading advocate for practicing allergists and the allergy-immunology specialty. It keeps practicing allergists abreast of critical socioeconomic and regulatory issues, assists in resolving complex payment disputes, monitors and lobbies state and federal elected officials and government agencies, and represents the profession before payers, managed care and other health care entities.

Composition: The Speaker of the House of Delegates is a member of the Advocacy Council.

Communications: To coordinate activities and share information, the Advocacy Council chair, House of Delegates speaker and Practice Management chair will prepare and distribute a combined quarterly report to members of each of these groups.

Communications Council

Purpose: The Communications Council is responsible for coordinating the College's efforts to communicate information concerning allergy and immunology to members, the general public, interested organizations, corporations and government agencies.

Education Council*

Purpose: The Education Council is responsible for formulating and overseeing the implementation of the education strategic plan and curriculum, providing leadership and direction to the Education Committees on all aspects of the College's education program and ensuring development of new education leadership.

Composition: In addition to the reporting Committee chairs who make up the Council, the Education Council chair, in consultation with the Senior FIT Representative to the Board of Regents, appoints a member of the FIT Committee to serve a two-year term as the Education Council FIT Liaison. The Senior Director of Education serves as an advisor to the Council and its reporting Committees.

Joint Committees Council

Purpose: The Joint Committees Council is responsible for the coordination of the College's interests in the work of joint Committees with the American Academy of Allergy, Asthma and Immunology and other professional organizations.

Membership Council

Purpose: The Membership Council is responsible for increasing the value of associating with the College as a member, for recruitment and retention efforts, and for other matters relating to membership in the College.

Nominating Council*

Purpose: The Nominating Council annually makes nominations for the College's offices of President-Elect, Vice President, Treasurer, three members of Board of Regents, the Distinguished Fellow and the Bela Schick Lecturer. The Council reviews three candidates for the Women in Allergy Award submitted by the Women in Allergy Committee and nominates one to receive the award.

Composition: The Nominating Council is composed of the Past Immediate Past President (chair), the Immediate Past President, the President, one Training Program Director and one Fellow/Honorary Fellow.

The Training Program Director must have demonstrated a significant interest in the College, must have been a Fellow/Honorary Fellow for at least three years prior to appointment, and cannot serve on the Council more than once every four years. Three nominations are submitted by the Program Directors Committee, and the President selects one.

The Fellow or Honorary Fellow must have demonstrated a significant interest in the College, must have been a Fellow/Honorary Fellow for at least five years prior to appointment, and cannot serve more than once every four years. One nominee, typically a former president, is submitted by the Past Presidents Committee and appointed by the President.

In the event the Past Immediate Past President is unable to serve as chair of the Nominating Council for any reason including a conflict of interest as determined by the College's Executive Committee, the Executive Committee will select a past president to serve as chair who has not been on the Nominating Council in the preceding two years.

Science Council

Purpose: The Science Council is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within its Committees' subject areas.

Composition: This Council may have up to 14 members, one representing each of its reporting committees.

Committees – Overview

The Committees of the College and the respective Councils to which the Committees report are:

Administrative Council

- Annual Meeting Site Selection Committee
- Appointments Committee
- Archives Committee
- Budget/Finance Committee
- Bylaws Committee
- Credentials Committee
- Ethics Committee
- Past Presidents Committee

Advocacy Council

- Billing/Coding Committee
- Practice Management Committee

Communications Council

- Member Website Committee
- Public Relations Committee
- Publications Committee

Education Council

- Accreditation & Certification Committee
- Allied Health Professionals Committee
- Annual Meeting Program Committee
- Clinical Programs & Safety Committee
- Education Services, Data & Technology Committee
- Program Directors, GME Committee

Joint Committees Council

- Joint Certification/Board Review Course Committee
- Practice Parameters Committee
- Quality Measures Committee

Membership Council

- Fellows-in-Training (FITs) Committee
- International Committee
- New Allergists Committee
- Women in Allergy Committee

Nominating Council

- Gold-Headed Cane Committee
- Women in Allergy Award Committee

Science Council

- Anaphylaxis Committee
- Asthma Committee
- Biologics & Pharmacology Committee
- Clinical Immunology & Autoimmune Diseases Committee
- Dermatology Committee
- Drug Allergy Committee
- Environmental Allergy Committee
- Food Allergy Committee
- Immunotherapy & Diagnostics Committee
- Infectious Diseases & International Travel Committee
- Integrative Medicine Committee
- Population Health Committee
- Respiratory & Sleep-Related Breathing Disorders Committee
- Rhinitis/Sinusitis/Ocular Committee

The Board of Regents may establish such additional Committees or abolish any Committee as it may deem appropriate or necessary for the governance and management of the College.

Purpose: All Committees perform the functions assigned to them respectively by the President or the Board of Regents and shall make timely reports to the Board.

Composition, Selection, Chair and Term: Each Committee has up to 10 members who are nominated by the Appointments Committee and approved by the Board of Regents (unless otherwise noted as an approved exception in this Manual). The President and Executive Medical Director serve as ex officio members on all Committees. Some Committees may also have advisory positions where additional knowledge and expertise are needed, as well as designated Fellow-in-Training (FIT) and Allied Health Professional (AHP) positions. Both ex officio and advisory positions serve as non-voting members. FIT and AHP members have full voting privileges, but do not count toward the committee size limit.

The College accepts applications for Committee membership from March 1 through April 15 each year. Active College members interested in serving on a Committee may submit an electronic application. The application asks volunteers to indicate the Committee(s) they are interested in, describe their relevant experience and provide contact information.

The Appointments Committee reviews and ranks all applications, meets to discuss candidate qualifications, and makes final sections that are then presented to the Board of Regents. Invitations to join assigned Committee(s) are sent in August; new appointments begin at the Annual Scientific Meeting.

Committee chair and vice chair appointments are determined by the College's President upon consultation with the President-Elect and Vice President. Whenever feasible, newly appointed Committee chairs and vice chairs shall be existing members of the particular Committee to ensure organizational continuity. The chair must be a Fellow with a demonstrated track record of active involvement in the work of the College. The vice chair will succeed the chair at the end of their respective terms provided that the vice chair is or becomes a Fellow and meets the necessary position requirements. Chairs and vice chairs can apply to renew for a single second two-year term

Unless specifically appointed on the basis of a leadership position, no Committee member shall serve on more than three Committees and chair more than one Committee at the same time, with the exception of Board of Regents members, who should strive to serve on as few Committees as possible. Terms are two years in duration and staggered to achieve turnover of one-half of the Committee's membership each year. Members can apply to renew for a single second two-year term.

Committees with composition exceptions are noted with an asterisk (*) on the following pages.

Resignations, Removal and Vacancies: A Committee member may resign by giving written notice to the Appointments Committee chair stating the effective date of the resignation. A Committee member may be removed at the discretion of the President or the Board of Regents, whenever in their judgment the best interests of the College would be served. Vacancies in the membership of any Committee are filled by appointments made in the same manner as the original appointments to that Committee.

Quorum: Unless otherwise provided in the Governance Manual, a majority of the whole Committee constitutes a quorum, and the act of a majority of the members present and voting at a duly called meeting at which there is a quorum constitutes the act of the Committee.

Budget and Financing: Committees assist with the implementation of activities that are funded through the College's budget and make recommendations to the appropriate Council to assist in the planning of the next year's budget.

Communications: To foster engagement and awareness across all levels of the College, Committees maintain communications as follows:

- Periodic reporting: Committees deliver periodic reports of their activities and recommendations via email to the appropriate Councils they report to, and the Councils consolidate the reports and forward them to the Executive Committee or the Board of Regents as requested by the President.

- Biannual reporting: Committee chairs report to their reporting Councils in April and September (in anticipation of the June and November Board meetings), providing updates on projects completed since their last reports, the status of current projects and, if applicable, proposed projects with budget requirements.
- Meetings: Committees meet virtually (via Zoom, Teams, etc.) and/or in-person (at the Annual Meeting) as needed. Committees are required to meet at least once a year at a date and time and in a manner set by the Committee chair. Committee members may also share information and engage in discussions in-between meetings via Basecamp.

Attendance at Meetings: To maintain continuous flow of operations and sound management of the organization, Committee members are expected to attend all Committee meetings. Any member of a Committee may be excused from any meeting, for good cause, upon giving notice of an acceptable reason for being absent to the Committee chair in advance of the meeting. A vacancy may be declared for any member who has been absent from three-fourths or more of the meetings in any 12-month period.

Committee chairs are expected to attend their Committee's meetings, the annual business meeting and the meetings of the Council to which their Committees are respectively assigned.

Accreditation and Certification Committee*

Purpose: The Accreditation and Certification Committee provides expertise and oversight to ensure that ACCME accreditation is maintained and that the College's MOC programming meets the needs of membership. The Committee represents the College and its interests in national forums on matters of accreditation and certification (ACCME, ABMS, AMA, SACME, ACEHP, FMSB, CMSS, ABAI, etc.).

Allied Health Professionals Committee

Purpose: The Allied Health Professionals Committee oversees the development of a comprehensive educational program for the allied health professionals and office administrators who serve practicing allergists, to ensure the success of these allied health professionals.

Anaphylaxis Committee*

Purpose: The Anaphylaxis Committee is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within its subject area and to drive the College's competency in understanding, exploring and educating members on anaphylaxis and related clinical issues.

Composition: This Committee may have up to 15 members.

Annual Meeting Program Committee*

Purpose: The Annual Meeting Program Committee plans, implements and evaluates the educational content of the Annual Scientific Meeting; drives the continual development of the College's premier educational event as increasingly relevant and innovative and a not-to-be-missed educational experience; ensures quality educational opportunities that are inclusive of the latest evidence-based information, best practices and networked learning in the specialty; and works with other members of the Education Council to support the identified educational needs of the specialty.

Composition: The Annual Meeting Program Committee members are selected by the AMP Committee chair in consultation with the AMP vice chair and the chair of the Education Council, and presented to the Executive Committee for approval. The Committee includes ten members who each oversee one of the program tracks and one member who oversees the abstract review. These 11 members who serve as "track chairs" are selected from among the Science Council's Committee members and other College members who are topic-area experts. The AMP Committee also includes the Senior FIT Representative to the Board of Regents. In addition, the AMP Committee chair will select a Nurse Liaison from the College's Allied Health Professionals Committee to serve a one-year term, renewable at the discretion of the AMP Committee chair. This Committee may exceed the recommended Committee size and standard length of term.

The AMP Committee chair and the vice chair serve a one-year term automatically renewable for one year upon approval of the Executive Committee. The vice chair, selected by the AMP Committee chair in consultation with the chair of the Education Council, and approved by the President, from among current (or past) AMP Committee members, will become the chair at the completion of their term upon approval of the Executive Committee.

In addition to the AMP Committee members, track chairs will work with the corresponding Science Committees' chairs and vice chairs (and other select members within those Committees as needed) to review and score proposals submitted under their track. Track chairs who do not already serve on the corresponding Science Committee(s) will serve as ex-officio members of that Committee(s).

Annual Meeting Site Selection Committee*

Purpose: The Annual Meeting Site Selection Committee recommends potential cities and sites to hold future Annual Scientific Meetings.

Composition: The Annual Meeting Site Selection Committee is composed of the Immediate Past President, who serves as chair, the Past Immediate Past President and two additional members, to be appointed by the President in consultation with the Executive Medical Director.

Appointments Committee*

Purpose: The Appointments Committee ensures that a diverse and talented group of members serve on the College's Committees. It nominates to the Board of Regents a slate of individuals to serve on College Committees and Councils to best represent the membership's demographics.

Composition: The Appointments Committee is composed of members selected by the Board of Regents. The President appoints the chair and serves as an ex-officio member of the Committee.

Archives Committee* / Historian

Purpose: The Archives Committee preserves the publications, communications and historical activities of the College and its members for future use and reference.

Composition: The Archives Committee chair also serves as the College Historian.

Historian: The role of the College Historian is to serve as chair of the Archives Committee, announce the names of the deceased members at the College's Annual Business Meeting, and serve as a resource for historical information that may or may not exist in other documents or publications. The Historian is appointed by the Executive Committee to serve a four-year term with the option to be reappointed to serve one additional term.

Asthma Committee*

Purpose: The Asthma Committee is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within its subject area and to drive the College's competency in understanding, exploring and educating members on asthma.

Composition: This Committee may have up to 15 members.

Billing/Coding Committee

Purpose: The Billing/Coding Committee is responsible for establishing the protocol for the College's support of members' complex billing and coding issues and handles feedback and surveys needed for the RVS Update Committee.

Biologics & Pharmacology Committee*

Purpose: The Biologics and Pharmacology Committee is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within its subject area and to drive the College's competency in understanding, exploring and educating members on biologics and pharmacology.

Composition: This Committee may have up to 15 members.

Budget/Finance Committee*

Purpose: The Budget/Finance Committee supervises and directs the financial affairs of the College, collects information to develop the annual budget, makes recommendations for funding and oversees College investments. The Committee oversees an annual audit of the College's books conducted by a certified public accounting firm.

Composition: The Budget/Finance Committee is composed of the President, the President-Elect, the Vice President, the Immediate Past President, a 3rd-Year Regent appointed by the President, a Past Presidents representative selected by the Past Presidents Committee, the Executive Medical Director and the Treasurer. The Treasurer is the chair.

Bylaws Committee*

Purpose: The Bylaws Committee reviews the Bylaws and the Governance Manual as needed and proposes any necessary and appropriate amendments.

Composition: The Bylaws Committee is composed of six members: an ex officio Board member and five Fellows/Honorary Fellows.

Clinical Immunology & Autoimmune Diseases Committee*

Purpose: The Clinical Immunology & Autoimmune Diseases Committee is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within its subject area and drives the College's competency in understanding, exploring and educating members on clinical immunology and autoimmune diseases.

Composition: This Committee may have up to 15 members.

Clinical Programs & Safety Committee

Purpose: The Clinical Programs & Safety Committee develops educational content in clinical areas, patient safety and quality.

Credentials Committee*

Purpose: The Credentials Committee reviews applications for each category of membership. It conducts such investigation as it deems necessary or appropriate to determine whether an applicant has complied with the requirements set forth in the Bylaws and reports to the Board of Regents its findings and recommendation concerning each applicant.

Composition: The Credentials Committee is composed of four members: an ex officio Board member (President or Executive Medical Director) and three Fellows/Honorary Fellows.

Dermatology Committee*

Purpose: The Dermatology Committee is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within its subject area and drives the College's competency in understanding, exploring and educating members on dermatology.

Composition: This Committee may have up to 15 members.

Drug Allergy Committee*

Purpose: The Drug Allergy Committee is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within its subject area and drives the College's competency in understanding, exploring and educating members on drug allergy.

Composition: This Committee may have up to 15 members.

Education Services, Data & Technology Committee

Purpose: The Education Services, Data & Technology Committee ensures that the College's information strategy and platforms support and inform the College's educational and research goals.

Environmental Allergy Committee*

Purpose: The Environmental Allergy Committee is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within its subject area and drives the College's competency in understanding, exploring and educating members on both indoor and outdoor environmental issues that affect health.

Composition: This Committee may have up to 15 members.

Ethics Committee*

Purpose: The Ethics Committee investigates charges of alleged misconduct by College members and makes recommendations to the Board regarding disciplinary action to be taken against such members.

Composition: The Ethics Committee is composed of seven Fellows/Honorary Fellows. Fellows must have a reputation of integrity, good ethical conduct, and sound judgement. No member should have sanctions or investigations on their license or federal insurance programs.

Fellows-in-Training (FITs) Committee*

Purpose: The FITs Committee disseminates information to FITs regarding the College's activities and other issues of importance to them, initiates and maintains programs of interest to FITs, allowing them to meet and exchange information, and facilitates the involvement of FITs in the College's activities, such as Committee appointments. The FITs Committee communicates the interests of FIT members to the Board and communicates with other resident physician organizations concerning matters of interest and importance to FITs in allergy and immunology.

Composition: The FITs Committee is composed of a Senior FIT Representative to the Board of Regents who serves as chair, a Junior FIT Representative to the Board of Regents who serves as vice chair, and up to 12 Regional FIT Representatives. The chair and the vice chair serve one-year terms, and the vice chair automatically succeeds to serve as chair. The vice chair and the regional representatives are elected by the FITs membership during the FITs annual meeting.

Food Allergy Committee*

Purpose: The Food Allergy Committee is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within its subject area and drives the College's competency in understanding, exploring and educating members about food allergy.

Composition: This Committee may have up to 15 members.

Gold-Headed Cane Committee*

Purpose: The Gold-Headed Cane Committee proposes a maximum of 10 (but historically three) eligible ACAAI Fellows for the Gold-Headed Cane Award to the Executive Committee and Board of Regents annually. The Executive Committee and the Board of Regents can add or remove nominees to the slate proposed by the Committee. Once approved, an electronic ballot is created and sent to all ACAAI voting Fellows. The individual receiving the most votes is selected as the recipient of the award.

Composition: The Gold-Headed Cane Committee is made up of all past winners of the Gold-Headed Cane Award. The Board has the discretion to remove or add members to the Committee. The most recent award winner serves as chair.

Immunotherapy & Diagnostics Committee*

Purpose: The Immunotherapy & Diagnostics Committee is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within its subject area and drives the College's competency in understanding, exploring and educating members on immunotherapy and diagnostics.

Composition: This Committee may have up to 15 members.

Infectious Diseases & International Travel Committee

Purpose: The Infectious Diseases & International Travel Committee is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within its subject area and drives the College's competency in understanding, exploring and educating members on infectious diseases and international travel environmental allergy.

Composition: This Committee may have up to 15 members.

Integrative Medicine Committee*

Purpose: The Integrative Medicine Committee is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within integrative medicine, which reaffirms the importance of the relationship between practitioner and patient, focuses on the whole person and is informed by evidence to achieve optimal health and healing. It drives the College's competency in understanding, exploring and educating members on integrative medicine.

Composition: This Committee may have up to 15 members.

International Committee*

Purpose: The International Committee monitors and implements programs and provides recommendations to the Board of Regents in the area of international affairs. It also maintains liaisons with allergy-immunology organizations in other countries to enhance the relationship between the College and international allergist organizations in four geographical regions: Europe and Russia, Central and South America, Asia/Oceania, and the Middle East and Africa.

Composition: The International Committee is composed of the Immediate Past President (chair), the President (vice chair), and four members who represent the four geographic regions and chair the respective subcommittees . The chair and vice chair each serve a one year term while the remaining members are appointed for two-year terms. The Past Past President and a College-affiliated member of the WAO Board of Directors (appointed at the discretion of the President) serve as ex-officio members.

Member Website Committee

Purpose: The Member Website Committee is responsible for oversight of the member and related healthcare professional section of the College' website, ensuring the website supports and informs the College's member communications goals.

New Allergists Committee*

Purpose: The New Allergists Committee works to ensure that College programs meet the needs of allergists and immunologists in their early years of practice.

Composition: The New Allergists Committee is composed of College members who have been practicing physicians for less than eight years. This Committee may have up to 15 members.

Past Presidents Committee*

Purpose: The Past Presidents Committee advises the Board of Regents on policy matters and nominates one Fellow/Honorary Fellow to serve on the Nominating Committee and one to serve on the Budget/Finance Committee. The Committee nominates members to present the Annual Scientific Meeting's Named and Endowed lectures.

Composition: The Past Presidents Committee is composed of all former presidents of the College, who serve in perpetuity. This Committee may have up to 15 members.

Population Health Committee*

Purpose: The Population Health Committee is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within the areas of pediatric, geriatric, women's, environmental and occupational health. It drives the College's competency in understanding, exploring and educating members on these unique populations.

Composition: This Committee may have up to 15 members.

Practice Management Committee*

Purpose: The Practice Management Committee leads the College's strategy establishing the College as the premier resource of practice management support and education for practicing allergists, determines the competencies and best practices to underpin the practice management curriculum, and develops the educational content and resources to address member needs.

Composition: This Committee has two vice chairs: one allergist and one office administrator. The membership is a mix of allergists and office administrators. This Committee may have up to 15 members. At least five of the Committee's members should be office administrators.

Program Directors, GME Committee*

Purpose: The Program Directors, GME Committee leverages College programming and services to support the needs of training programs and Fellows-in-Training and strengthens the relationship among training programs, trainees and the College. The Committee advises on the emergent needs of new practitioners and young physicians and supports efforts to expand outreach to residents. The Committee recommends three Training Program Directors (TPDs) to serve on the Nominations Committee, from which the President selects one to serve. The recommended TPDs must have demonstrated a significant interest in the College, must have been a Fellow/Honorary Fellow for at least three years prior to appointment, and cannot serve on the Nominating Council more than once every four years.

Composition: The Program Directors, GME Committee is composed of directors of approved training programs. Associate program directors may be eligible if their program directors are not available to serve on the Committee and would like to have their program represented. This Committee may have up to 15 members.

Public Relations Committee

Purpose: The Public Relations Committee facilitates effective messaging and implements programs for key public stakeholder groups through the College's various communications channels, including media relations. The Committee oversees the content and design of the public portion of the website.

Publications Committee*

Purpose: The Publications Committee negotiates contracts with the editors and managing editors of the *Annals* and AllergyWatch, develops budgets for the *Annals* and AllergyWatch, and develops objective performance standards for the editors and managing editors.

Composition: The Publications Committee is composed of the Immediate Past President, President-Elect, three Regents (who serve in staggered three-year terms), one Allergy/Immunology Program Director, two Fellows/Honorary Fellows and other members selected by the President as needed. The President also selects the chair and vice chair. Advisory members of this Committee are the editors of *Annals* and AllergyWatch.

Respiratory & Sleep-Related Breathing Disorders Committee*

Purpose: The Respiratory & Sleep-Related Breathing Disorders Committee is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within its subject area and drives the College's competency in understanding, exploring and educating members on respiratory and sleep-related breathing disorders.

Composition: This Committee may have up to 15 members.

Rhinitis/Sinusitis/Ocular Committee*

Purpose: The Rhinitis/Sinusitis/Ocular Committee is responsible for the evaluation and coordination of current therapeutic and diagnostic issues within its subject area and drives the College's competency in understanding, exploring and educating members on rhinitis, sinusitis and ocular medicine.

Composition: This Committee may have up to 15 members.

Women in Allergy Committee

Purpose: The Women in Allergy Committee promotes involvement and adequate representation of female allergists in the College's activities, Committees and leadership.

Woman in Allergy Award Committee

Purpose: The Woman in Allergy Award Committee recommends up to three candidates for the annual Woman in Allergy Award to the Nominating Council.

Composition: The Woman in Allergy Award Committee is composed of past winners within the last ten years. The most recent award winner serves as chair.

Subcommittees and Task Forces – Overview

The Subcommittees of the College, and the respective Committee to which the Subcommittees report, are:

- Abstract Review Subcommittee (Annual Meeting Program Committee)
- Africa & Middle East Subcommittee (International Committee)
- Asia & Oceania Subcommittee (International Committee)
- Augmented Intelligence and Technology Subcommittee
- Central & South America Subcommittee (International Committee)
- Conference Online Allergy (COLA) Subcommittee (Clinical Programs & Safety Committee)
- Europe & Russia Subcommittee (International Committee)
- FIT Bowl Subcommittee (Annual Meeting Program Committee)
- Self-Assessment Subcommittee (Clinical Programs & Safety Committee)
- Social Media Subcommittee (Public Relations Committee)

Establishment: The Board of Regents may establish new Subcommittees to implement specific functions of the Committees to which they report and exist for whatever time frame the Board of Regents determines with input from the applicable Committees.

Task Forces are temporarily created by Councils and Committees to which they report to implement short-term tasks. Task Forces will automatically sunset once

assigned tasks are completed.

Purpose: All Subcommittees and Task Forces shall perform the functions assigned to them by the Committees to which they report with approval of the Board of Regents.

Composition and Selection: Subcommittees are composed of members recommended by the Committees to which they report and supplemental members, all of whom are appointed as needed by the Appointments Committee. Each Subcommittee has four to eight members. The Board of Regents must approve the creation and membership of new Subcommittees.

Task Forces are composed of members of the Committees to which they report.

Subcommittees with composition exceptions are noted with an asterisk (*) on this and the following page.

Resignations, Removal and Vacancies: A subcommittee/task force member may resign by giving written notice to the Appointments Committee chair stating the effective date of the resignation. A subcommittee/task force member may be removed at the discretion of the President or the Board of Regents, whenever in their judgment the best interests of the College would be served. Vacancies in the membership of any Subcommittee/Task Force are filled in the same manner as the original appointment.

Quorum: Unless otherwise stipulated by the Board, a majority of the entire membership of a Subcommittee or Task Force constitutes a quorum for action at any meeting of a Subcommittee or Task Force. The act of a majority of members present and voting at a meeting at which a quorum is present constitutes the act of the Subcommittee or Task Force.

Budget and Financing: Subcommittees and Task Forces assist with the implementation activities that are funded through the organization's budget.

Communications and Meetings: To foster engagement and awareness across all levels of the College, Subcommittees and Task Forces maintain regular communication with the Committees to which they report as follows:

- Periodic reporting: Subcommittees and Task Forces deliver periodic reports of their activities and recommendations via email to the Committee to which they report.
- Meetings: Subcommittees and Task Forces may meet as needed virtually (via Zoom, Teams, etc.) and/or in-person (at the Annual Meeting). Subcommittees and Task Forces are required to meet at least once a year at a date, time and manner set by the Subcommittee or Task Force chair. Subcommittee and Task Force members may also share information and engage in discussions in-between meetings via Basecamp.

Abstract Review Subcommittee*

Purpose: The Abstract Review Subcommittee reviews and rates abstracts submitted by ACAAI members for presentation at the Annual Scientific Meeting. Members ensure that the abstracts presented meet academic/scientific standards and encompass a broad range of quality research in the field of allergy, asthma, and immunology.

Composition: This Subcommittee may exceed the recommended Subcommittee size and standard length of term.

Africa & Middle East Subcommittee

Purpose: The Africa & Middle East Subcommittee provides guidance on opportunities for educational activities, collaboration with A/I societies, and member recruitment within its geographic region. The Subcommittee is also charged with reviewing and ranking its region's A/I society applications for ACAAI-funded speakers to ensure the College's support of quality educational programs and recruitment of international affiliate members.

Asia & Oceania Subcommittee

Purpose: The Asia & Oceania Subcommittee provides guidance on opportunities for educational activities, collaboration with A/I societies, and member recruitment within its geographic region. The Subcommittee is also charged with reviewing and ranking its region's A/I society applications for ACAAI-funded speakers to ensure the College's support of quality educational programs and recruitment of international affiliate members.

Augmented Intelligence and Technology Subcommittee

Purpose: The College's AI and Technology Subcommittee assesses artificial/augmented intelligence and technology needs for allergy practices. It also explores how allergy practices can use these tools safely and productively to improve practice efficiency and patient engagement. Additionally, the Subcommittee develops resources and information to assist practices with evaluating and implementing these technologies. Other technology-based services that fall under the Subcommittee's purview include remote patient monitoring, e-visits, e-scheduling, remote check-in, electronic bill pay, e-reminders, and other innovations designed to streamline allergy practice operations.

Central & South America Subcommittee

Purpose: The Central & South America Subcommittee provides guidance on opportunities for educational activities, collaboration with A/I societies, and member recruitment within its geographic region. The Subcommittee is also charged with reviewing and ranking its region's A/I society applications for ACAAI-funded speakers to ensure the College's support of quality educational programs and recruitment of international affiliate members.

Conference Online Allergy (COLA) Subcommittee

Purpose: The COLA Subcommittee develops and monitors COLA program activities to ensure a robust and comprehensive online education program.

Europe & Russia Subcommittee

Purpose: The Europe & Russia Subcommittee provides guidance on opportunities for educational activities, collaboration with A/I societies, and member recruitment within its geographic region. The Subcommittee is also charged with reviewing and ranking its region's A/I society applications for ACAAI-funded speakers to ensure the College's support of quality educational programs and recruitment of international affiliate members.

FIT Bowl Subcommittee*

Purpose: The FIT Bowl Subcommittee plans (including the development of questions) and facilitates the annual FIT Bowl and ensures its success.

Composition: This Subcommittee may exceed the recommended Subcommittee size and standard length of term.

Self-Assessment Subcommittee

Purpose: The Self-Assessment Subcommittee is responsible for producing self-assessment programs and developing skilled question-writers.

Composition: The Self-Assessment Subcommittee members who produce content for self-assessment programs may receive compensation for their work. They do not need to be members of the Clinical Programs & Safety Committee, but will be appointed by that Committee.

Social Media Subcommittee

Purpose: The Social Media Subcommittee works with the Public Relations Committee to enhance the College's messaging and outreach via social media channels to raise public awareness about asthma and allergic disease and to bring attention to College events and resources. Subcommittee members help to determine the types of content that will resonate with, and bring value to, members in various practice settings and career stages, as well as to allergy patients and the public.

House of Delegates – Overview

Purpose: The House of Delegates (HOD) serves as the College's legislation overseer, collecting and disseminating local, regional and state policy intel to the Advocacy Council so that it can be addressed before it adversely impacts the specialty.

Composition:
To foster engagement and awareness across all levels of the College, ACAAI staff take a lead role in ensuring that all entities outlined in this Manual adhere to their communications requirements.

- Officers – Speaker, Vice-Speaker, Recording Secretary – must be a College Fellow
- Super-delegates – one from each designated region – must be a College Fellow
- Delegates – one from each state

The Speaker shall preside at all HOD meetings.

Terms and Appointments:

- Officers – serve a one-year term and may serve for a maximum of two years in any one office, unless an exception is granted by the Advocacy Council's Board of Directors.
- Super-delegates - serve a five-year term with the option to extend for an additional term.
- Delegates - serve a five-year term with the option to extend for an additional term.
- Fellow-in-Training (FIT) delegate – one FIT serves a non-renewable two-year term.

The nomination for Recording Secretary will be made by the HOD Speaker, Vice Speaker, Recording Secretary, the Advocacy Council Chair and the Executive Director of Advocacy and Governmental Affairs. The Recording Secretary nomination, and any resolutions to be voted on, will be distributed to all HOD members no less than 30 days prior to the HOD business meeting held during the College Annual Meeting.

Upon expiration of their terms, the Vice Speaker will automatically succeed to the office of Speaker and the Recording Secretary will automatically succeed to the office of Vice Speaker. No two offices may be held by the same person.

Any active College member can apply to be a super-delegate or delegate via an online application that will be available from February 15 to April 30 each year. Applicants will be vetted and appointed by a workgroup comprised of the HOD Speaker, Vice Speaker, Secretary, current super-delegates, the Advocacy Council Chair and the Executive Director of Advocacy and Governmental Affairs.

The FIT delegate is appointed by the Fellow-in-Training Members Section's Executive Committee.

Resignations, Removal and Vacancies: HOD officers, super-delegates and delegates are expected to complete their terms but may resign by giving written notice to the HOD Speaker and Advocacy Council chair stating the effective date of the resignation. HOD officers, super-delegates and delegates may be removed at the discretion of the HOD Speaker, Advocacy Council Chair and Executive Director of Advocacy and Governmental Affairs upon approval of the Advocacy Council Board of Directors, whenever, in their judgment, the best interests of the ACAAI would be served.

Any vacancy occurring among the HOD officers may be filled by an individual recommended by the remaining HOD officers, Advocacy Council Chair and Executive Director of Advocacy and Government Affairs upon approval by the Advocacy Council Board of Directors. The individual selected to fill the HOD officer vacancy serves for the duration of the unexpired term of their predecessor and/or until their successor is elected.

Any vacancies occurring among HOD super-delegates and delegates are filled in the same manner as the original appointment..

Quorum and Voting: A quorum for any meeting of the HOD will be composed of ten percent of the super-delegates and delegates eligible for representation. Only officers, super-delegates, delegates, and the FIT delegate, who are all voting members and are present at the time of the quorum call, shall be counted. The act of a majority of the voting members at a duly called meeting at which

there is a quorum shall be the act of the HOD. No proxy votes will be accepted.

Budget and Financing: The HOD assists with the implementation of strategic priorities established by the College's Board of Regents and are funded through the College's budget.

Communications and Meetings: The HOD conducts its annual business meeting during the College's Annual Meeting. It also holds virtual quarterly meetings and HOD training sessions.

HOD officers maintain regular communication with the Advocacy Council's chair, prepare periodic reports to the Advocacy Council's Board of Directors and meet/communicate as needed through conference/video calls and/or on Basecamp.

To maintain a continuous flow of operations and sound management of the organization, HOD members are expected to attend all HOD meetings. Any member of the HOD may be excused from any meeting, for good cause, upon giving notice of an acceptable reason for being absent, to the HOD Speaker in advance of the meeting. A vacancy may be declared for any member who has been absent from three-fourths or more of the meetings in any 12-month period. HOD Delegates are expected to attend quarterly HOD meetings, the Annual Town Hall Meeting and any special meetings called by the Speaker.

Resolutions: Any super-delegate or delegate may submit a resolution for consideration by the HOD. Resolutions must be submitted in writing to the College Executive Office no less than 45 days prior to the HOD business meeting that is held during the College's Annual Meeting. Any resolutions submitted after the deadline will be reviewed by the HOD officers, who will determine whether the resolution will be discussed at the upcoming business meeting or held until the following business meeting.

Any resolutions to be voted on, will be distributed to all HOD members no less than 30 days prior to the HOD business meeting held during the College Annual Meeting. Resolutions passed by the HOD will be reviewed by the Advocacy Council Board, and, if approved, will be recommended to the College Board of Regents for consideration.

Editorial Boards – Overview

The following are the designated Editorial Boards of the College:

- AllergyWatch Editorial Board
- *Annals of Allergy, Asthma & Immunology* Editorial Board

Purpose: The Editorial Boards govern the style, content and standards of AllergyWatch and the *Annals of Allergy, Asthma & Immunology*.

Resignations, Removal and Vacancies: An editorial board member including the Deputy and Associate Editors may resign by giving written notice to the Editor-in-Chief stating the effective date of the resignation. An editorial board member, including the Deputy and Associate Editors may be removed at the discretion of the President or the Board of Regents, whenever in their judgment the best interests of the College would be served. Vacancies in the membership of any Editorial Board, including its leadership positions, are filled in the same manner as the original appointment

Budget and Financing: Editorial Boards assist with the implementation activities that are funded through the organization's budget.

Communications and Meetings: To foster engagement and awareness across all levels of the College, Editorial Boards maintain communications as follows:

- Reporting: Editorial Boards submit reports to the Publications Committee to be included in the Communications Council report to the Board of Regents.

AllergyWatch Editorial Board

Composition: The AllergyWatch Editorial Board is composed of the Editor-in-Chief, the Associate Editor and seven Assistant Editors selected by the Editor-in-Chief and approved by the Board of Regents.

Annals Editorial Board*

Composition: The *Annals* Editorial Board may exceed the recommended size and standard length of term as selected by the Editor-in-Chief and approved by the Board of Regents.

ACAAI Staff – Overview

Responsibilities: ACAAI staff work directly with each Council, Committee, Subcommittee, Task Force and Editorial Board, and identified staff serve as liaisons to these groups, the College leadership and the Board of Regents. They ensure that the College's strategic direction is communicated to and carried out by each group and serve as a point of contact for volunteer members' questions and concerns.

Communications and Meetings: To foster engagement and awareness across all levels of the College, ACAAI staff take a lead role in ensuring that all entities outlined in this Manual adhere to their communications requirements.



American College of Allergy, Asthma & Immunology