

# 2023-2024 Leadership Manual

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# 1. Management Partner: Association Acumen

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## Philosophy

Association Acumen, LLC was established in 2006 to offer professional management services for state, national and international medical and professional associations and has been working with the Federation of Clinical Immunology Societies (FOCIS) since July of 2006. We are tech-savvy, but we also pride ourselves on being people-oriented to give FOCIS the one-on-one attention it needs and deserves, no matter its size. Our office processes are streamlined to provide straightforward solutions to today's complex problems.

Acumen's philosophy is to be great at what we do. Our vision is to create a great place to work, provide excellent service to our clients, have strong relationships with our partners, and make meaningful contributions to our community. Our plan for the future is to attract quality clients so employees can feel closely connected to the company and the associations we serve. Staff stability and continuity in client management are paramount. We have a dedicated and experienced management team in place as well as detailed business continuity and an emergency backup plan ready for immediate implementation, should the need arise.

## Accreditation

Association Acumen is proud to be an accredited Association Management Company (AMC) -- a designation less than 16% of our competitors have attained. The AMC Accreditation Program provides a process that only certain AMCs qualify for. The process ensures that Association Acumen has policies and procedures in place that support quality standards and exceptional customer servicing of clients in the following areas:

- Client Contracts
- Servicing Clients
- Service Evaluation
- Financial Controls
- Insurance Requirements
- Employee Recruitment and Selection
- Employee Evaluation and Training
- Subcontracting Requirements
- Record-keeping Requirements

## Executive Office

Association Acumen is located in Menomonee Falls, Wisconsin, a suburb of Milwaukee. Our bright, colorful office has a welcoming, contemporary vibe. We have a large conference room suitable for board meetings and are located within proximity to several business-friendly suburban hotels.

Our personalized telephone system includes voice mail and night greeting capabilities. Dedicated phone lines are answered by a person or after one ring by an automated receptionist who will refer callers to appropriate extension options. Acumen makes significant investments in technology and equipment that supports our staff.

The office is equipped with:

- Wired and wireless technology
- Laptops with monitors, keyboards, and docks or desktops loaded with the latest Windows OS, MS Office Pro and Adobe Acrobat Professional, and QuickBooks Professional
- Workstations supported by state-of-the-art servers with dual hard drives, embedded anti-virus, web filtering, firewall, and virtual private network access
- Data back-ups are made daily, weekly, and monthly. Weekly and quarterly back-ups are stored off-site at a secure location
- Other computer equipment includes printers, scanners, fax machines, and copier

## Scope of Services

Acumen will provide staff sufficient to conduct the responsibilities outlined below. In addition to an executive director, it is anticipated that a program manager, meeting manager, administrative support, accounting, and information and technology services will be provided to perform the scope of the work required. Additional fees, approved in advance, may be assessed for special projects or pharmaceutically funded programs outside the scope of the usual activities. Acumen will be responsible for and has the authority to undertake the following work:

### Office Facilities

1. Provide office facilities to include conference room, offices, reception area, kitchenette, equipment and production rooms, office equipment, and furnishings in the metropolitan Milwaukee area.
2. Maintain telephone and internet lines as required. Staff will receive visitors and telephone inquiries during normal office hours, Monday through Friday, except for national and local holidays or other times during which Acumen's office is closed due to exigent circumstances (to be determined by Acumen in its reasonable discretion).
3. Mail sorted and distributed upon receipt.
4. Maintain quality office supplies and equipment to meet routine office needs.

### General Management

1. Internal communications: Keeps the FOCIS organizing documents and policies.
2. Develops day-to-day administrative procedures to implement Executive Committee, Board of Directors, Steering Committee, Scientific Program Committee, and educational directives.
3. Executes contracts and commitments as authorized by the Executive, Board of Directors, or Steering Committees.
4. Establishes and maintains effective relationships with Member Societies.
5. Conducts administrative functions for FOCIS. Maintains official minutes, records, reports, legal and historical documents, and mailing lists.
6. In cooperation with leadership, develops relationships and partnerships with outside groups.

### Executive Committee, Board of Directors, Steering Committee, Scientific Program Committee, FOCIS Centers of Excellence and Educational Program Coordination

1. Provides staffing and assists with agenda preparation and circulates minutes of all meetings of the Executive Committee, Board of Directors, Steering Committee, FOCIS Centers of Excellence (FCEs), or other committees as may be required and necessary in a timely fashion.
2. Implements all decisions made by the Executive Committee, Board of Directors, Steering Committee, and committees as authorized.

### Financial Management

1. Provides for timely filing of all required federal and state tax returns and arranges for an annual independent audit with results and recommendations shared with the Executive Committee, Board of Directors, Steering Committee, and membership.
2. Develops draft budgets and long-term financial plans for review by the Treasurer, Executive Committee, and Board of Directors with a final review and approval by the Board of Directors.
3. Provides monthly financial statements to the President and Secretary/Treasurer as directed.

### Membership

1. Plans and executes all general and society mailings, including new releases, meeting announcements, and other promotions as necessary.
2. Maintains personal contact with all Member Societies as required to provide good relationships and timely effective service.

### Education

1. Coordinates and facilitates all aspects of the annual FOCIS meeting and educational programs.
2. Works with organizing and program committee chairs, Executive Committee, Board of Directors, and Steering Committee to coordinate the scientific sessions.

## 2. FOCIS Overview

- a. **Mission** – The Federation of Clinical Immunology Societies (FOCIS) exists to apply the science of immunology to improve human health through interdisciplinary research, education, communication, and collaboration (adopted May 2023).
- b. **History** – The Federation of Clinical Immunology Societies (FOCIS) was conceived as a Federation involving clinician scientists from many different constituent societies, who share an interest in clinical immunology. The FOCIS Annual Meeting provided a scientific forum to foster the cross-disciplinary approach required to understand and treat immune- based diseases. The evolution of clinical immunology reflects the shared pathophysiology of many diseases. While clinicians necessarily remain linked to diseases associated with their own specialty, the immunological sciences underlying recent advances in diagnosing and treating these diverse diseases are multidisciplinary and cut across traditional clinical boundaries.
- c. **Annual Meeting** – The first annual meeting of FOCIS in Boston, Mass., May 4-7, 2001, successfully combined basic scientists who were investigating inflammation at many different levels with clinical scientists investigating human inflammatory disease. The FOCIS meeting was the first significant cross-disciplinary annual meeting centered on human inflammatory disease. Both thought leaders and emerging scientists agreed that the development of this new community was a worthy effort that should be continued. In October 2003, FOCIS incorporated as a 501(c)(3) organization. Today, FOCIS is made up of 63 Member Societies representing roughly 65,000 clinician scientists, and just over 930 individual members. FOCIS continues to serve as a forum for education of scientists, physicians, trainees, patients, and the public.
- d. **Educational Programs** – In its efforts to further the immunological education of trainees, investigators, and basic scientists, FOCIS has created several educational programs, designed to appeal to all levels of study.

**FCE Fusion** – Held the day before the FOCIS Annual Meeting, this forum provides the opportunity for trainees nominated by their FCE to present their most novel and innovative research and connect with FOCIS. [Learn more.](#)

**Basic Immunology in Medicine: Update Course** – A day-long course aimed at practicing clinicians, trainees, and individuals in biotechnology and pharmaceutical companies who are involved in the development of therapies for immunological diseases. The purpose of the course is to review selected topics in basic immunology, with emphasis on recent advances and issues that are relevant to the pathogenesis and treatment of immune-mediated diseases. [Learn more.](#)

**Basic Immunology in Medicine To-Go course** – Companies host the ‘on the road’ edition of our classic and annually held course at your company’s office and give your employees an up-to-date, clinically relevant overview of how the immune system functions and malfunctions. It can also be customized to include other disease areas as it relates to your drug development pipeline. [Learn more.](#)

**Advanced Course in Basic & Clinical Immunology** – Students in this course include clinical fellows, trainees in the pharmaceutical industry, and practicing academic physicians who find the need to enhance their understanding of immunology. Invited speakers lecture on the major topics in cellular and molecular immunology, including innate immunity, B cells, T cells, and cytokines. Special sessions cover new advances in interventional clinical immunology and the molecular and genetic basis of immunologically mediated diseases. [Learn more.](#)

In recent years, FOCIS has also partnered regionally to offer **International Advanced Courses** around the globe. The 2023 courses will be in Rouen Normandy – France (easily and rapidly accessible from Paris) and Beijing – China.

**Systems Immunology Course** – A day-long course aimed at scientists involved or interested in the use of multi-dimensional data generated by modern genomics and proteomics technologies such as mass/flow cytometry, next-generation sequencing and microarrays and that feel a need to get a better basic understanding of modern statistical and mathematical concepts necessary for their analysis and interpretation. [Learn more.](#)

**Cancer Immunity and Immunotherapy** – A day-long course is designed for translational researchers and scientists, practicing clinicians, trainees, and individuals in biotechnology and pharmaceutical companies interested in immunoncology and the development of immunotherapies for cancer. In recent years, FOCIS has partnered with the Society for Immunotherapy of Cancer (SITC) to offer this course. [Learn more.](#)

### 3. Board of Directors

- a. **Responsibilities** – The Board of Directors shall have full responsibility for the management, direction, and control of the business, policies, and affairs of the Federation, including, without limitation, the Federation's financial affairs, and fundraising activities, all subject only to the limitations set forth in the Articles of Incorporation, these Bylaws, or by applicable law.

The Board of Directors shall utilize and distribute the net earnings and principal funds of the Federation solely in accordance with the purposes for which the Federation is organized. Directors shall be responsible to undertake such individual fundraising activities on behalf of the Federation as may be requested by the President from time to time.

- b. **Roles** – The FOCIS Board of Directors is legally responsible for actions by committee members, officers, volunteers, and staff, including activities such as signing contracts and establishing financial accounts. Apparent authority refers to a situation where a reasonable person would understand that a representative of an organization has authority to act on behalf of the organization whether those individuals have been bestowed by the organization, the authority to act or not.

**President** – The President is the principal executive officer of the Federation. The President presides at all meetings of the Board of Directors and the Steering Committee and is responsible for scheduling all meetings of the Board of Directors. The President may determine the order of business to be conducted at Board of Directors meetings.

**President-Elect** – The President-Elect assumes the duties of the President in the absence of the President or in the event of his or her death or inability or refusal to act, and when so acting, shall have all the powers of and be subject to all the restrictions placed upon the President.

**Past-President** – The Immediate Past-President shall serve as an officer of the Federation in an ex-officio capacity and shall perform such duties as may be assigned by the President from time to time.

**Secretary/Treasurer** – The Secretary/Treasurer or its designee shall record the minutes of the meetings of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by the law; be custodian of the corporate records; and perform all duties incident to the office of Secretary.

The Secretary/Treasurer shall have supervision through the office of the Executive Director of all monies, securities and other valuable properties of the Federation and shall oversee accurate accounts of the receipts and disbursements of the Federation in books belonging to it. The Secretary/Treasurer shall ensure that all monies and other valuable effects are deposited in the name and to the credit of the Federation in such accounts and in such depositories as may be designated by the Board of Directors. The Secretary/Treasurer shall check monthly the disbursements of funds of the Federation in accordance with authority of the Board of Directors. The Board may delegate duties of the Secretary/Treasurer to any other officer, agent, or employee.

- c. **Fiduciary Responsibilities** – From a risk management perspective, individual volunteer leaders do not have the authority to take action on behalf of the organization. The following legal principles apply:
- **Duty of Care** requires leaders to use reasonable care and good judgment in making their decisions on behalf of the interests of the organization.
  - **Duty of Loyalty** requires leaders to be faithful to the organization, avoiding conflicts of interest.
  - **Duty of Ethical Behavior** requires leaders to comply with governing documents (e.g., bylaws)
- d. **Insurance Coverage** – FOCIS carries general liability insurance and directors and officers' insurance that indemnify individuals, but the society could be held liable for contracts and other agreements made by officers, meeting chairs and other volunteers.

## **Guideline to Promote Diversity in FOCIS Leadership and Governance**

**Summary:** The guideline aims to formalize the current informal, alternating male/female presidential track and expand it to include a representation that reflects the characteristics of the FOCIS membership on board and committee service.

**Vision:** To achieve parity with the characteristics of FOCIS membership in the leadership and governance of FOCIS.

**Goal:** The FOCIS leadership, which includes the President, Officers, Board Directors, Steering Committee, and Nominating Committee, will strive to create a diverse candidate pipeline and enlist qualified women and other demographics, including regional representation, to assume board and committee roles in each electoral and/or committee appointment cycle.

**Method:** Strive for representation that reflects the characteristics of the FOCIS membership in service on the Board of Directors and committees can be achieved by:

- Employing active and intentional actions to enlist women and other demographics and promote regional representation in leadership roles
- Strengthening policies, procedures, processes, and systems to ensure transparent and bias-free recruitment, selection, election, and succession planning, with decision-making premised on individuals' qualifications, experience, and contributions to FOCIS and immunology
- Focusing on diversity during the recruitment and nomination process, creating a diverse candidate pipeline
- Training on diversity and inclusion
- Tracking, measuring, and holding the organization accountable for diversity and inclusion efforts

### **Strategies:**

- Alternate male/female Board Presidents each electoral cycle and strive for additional regional and other diversity from underrepresented groups
- Strive to alternate male/female appointments for other officers, board, and committee chair and member positions in each electoral cycle and strive for additional regional and other diversity that reflects the characteristics of the FOCIS membership

### **Outcomes:**

- Advance women, underrepresented groups, and regional representation in the leadership and governance of FOCIS
- Promote equality of gender and other underrepresented groups in the organization and ensure women leaders and leaders from other underrepresented groups are recognized, supported, and promoted within FOCIS
- Strengthen gender balance, regional representation, and diversity in the organization by reviewing policies, processes, and systems

These guidelines are not intended to be prescriptive but instead to be aspirational.

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### **Schedule**

Below is the schedule of meetings for the June 2023-July 2024 term, held on the third Wednesday of the month, except in June. All meetings are held via Zoom unless in-person attendance is specified below. The Board of Directors meetings are 90 minutes, and the Executive Committee meetings are 60 minutes.

#### **Board of Directors Meeting Schedule**

- Wednesday, August 16, 8:00 am PT / 10:00 am CT / 11:00 am ET / 3:00 pm GMT / 5:00 pm CET
- Wednesday, October 18, 8:00 am PT / 10:00 am CT / 11:00 am ET / 3:00 pm GMT / 5:00 pm CET
- Wednesday, December 20, 8:00 am PT / 10:00 am CT / 11:00 am ET / 4:00 pm GMT / 5:00 pm CET
- Wednesday, February 21, 2024, 8:00 am PT / 10:00 am CT / 11:00 am ET / 4:00 pm GMT / 5:00 pm CET
- Wednesday, April 17, 8:00 am PT / 10:00 am CT / 11:00 am ET / 3:00 pm GMT / 5:00 pm CET
- Thursday, June 20, 1:00 pm - 4:30 pm PT (in person during the FOCIS 2024 Annual Meeting, San Francisco; virtual option will be available)

#### **Executive Committee Schedule**

- Wednesday, July 12, 8:00 am PT / 10:00 am CT / 11:00 am ET / 3:00 pm GMT / 5:00 pm CET
- Wednesday, September 27, 8:00 am PT / 10:00 am CT / 11:00 am ET / 3:00 pm GMT / 5:00 pm CET
- Wednesday, November 15, 8:00 am PT / 10:00 am CT / 11:00 am ET / 4:00 pm GMT / 5:00 pm CET
- Wednesday, January 17, 2024, 8:00 am PT / 10:00 am CT / 11:00 am ET / 4:00 pm GMT / 5:00 pm CET
- Wednesday, March 20, 8:00 am PT / 10:00 am CT / 11:00 am ET / 3:00 pm GMT / 4:00 pm CET
- Wednesday, May 15, 8:00 am PT / 10:00 am CT / 11:00 am ET / 3:00 pm GMT / 5:00 pm CET

#### **Steering Committee Schedule**

- Wednesday, June 19, 6:30 pm – 7:30 pm PT (in person during the FOCIS 2024 Annual Meeting, San Francisco; virtual option will be available)

#### 4. Member Societies

FOCIS represents a way to bring interested clinician scientists together to improve human health through immunology.

##### a. Member Society Expectations

- Member Societies must demonstrate interest or involvement in the field of immunology. Any non-profit organization representing an interest or application in clinical immunology may apply to become a Member Society.
- Member Societies are expected to appoint a FOCIS Representative.
- Member Societies assist with the promotion of the FOCIS annual meeting and FOCIS activities, including access to the Society's mailing list for FOCIS annual meeting announcements.
- Member Societies provide reciprocal links from their websites to the FOCIS website.
- FOCIS Member Societies membership is renewed annually through the appointment of a representative.
- Select Member Societies serve on the FOCIS Steering Committee to exercise their voting rights. The Steering Committee has both permanent and rotating Member Society members. Steering Committee members are required to appoint a representative to serve on the FOCIS Steering Committee. Steering Committee members are required to attend the annual Steering Committee meeting held in conjunction with the FOCIS annual meeting.

##### b. Member Society Benefits

###### Society Recognition and Promotion

- Member Societies are listed on the FOCIS website with a link to the Societies' websites.
- Member Societies are listed on all promotional materials for the FOCIS annual meeting and other initiatives.
- Member Societies are members of a federation representing roughly 65,000 clinician scientists, providing a powerful voice for the creation of policy.
- Member Societies are invited to conduct symposia at the FOCIS annual meeting with a meeting room, basic audio-visual, and coffee breaks provided at no cost.
- Member Societies are invited to collaborate with FOCIS through FOCIS publications.

###### Financial Savings

- There is no fee associated with becoming a FOCIS Member Society.
- FOCIS Member Society members receive discounted FOCIS membership rates.
- FOCIS Member Societies receive a complimentary table in the exhibition hall at the FOCIS annual meeting.
- Steering Committee members are extended complimentary registration at FOCIS annual meetings, as well as travel expense reimbursements.

###### Professional Development

- FOCIS provides members with the opportunity to collaborate with a concentrated group of clinician scientists to educate the community, physicians, trainees, and patients in the broad discipline of clinical immunology.
- FOCIS offers travel awards for trainees, fellows, and junior faculty to attend the annual meeting. New investigators receive the opportunity to present their findings in oral presentations and poster presentations.

Academy of Clinical Laboratory  
Physicians & Scientists

American Academy of Allergy,  
Asthma and Immunology

American College of Rheumatology

American Rhinologic Society

American Society for  
Histocompatibility and  
Immunogenetics

American Society of Nephrology

American Society of Transplantation

American Society for  
Transplantation and Cellular  
Therapy

American Uveitis Society

Americas Committee for Treatment  
and Research in Multiple Sclerosis

Asia Pacific Association on Allergy,  
Asthma & Clinical Immunology

Association for Cancer  
Immunotherapy

Association of Medical Laboratory  
Immunologists

Australasian Society for Clinical  
Immunology and Allergy

Austrian Society for Allergology and  
Immunology

Autoimmune Association

British Society for Immunology

Canadian Society for Immunology

Cancer Research Institute

Center for International Blood and  
Marrow Transplant Research

Clinical Immunology Chapter of the  
Sociedad Mexicana de Inmunología

Clinical Immunology Society

Commonwealth of Independent  
States Society of Allergology and  
Clinical Immunology

Croatian Society of Allergology and  
Clinical Immunology

Crohn's and Colitis Foundation of  
America

Egyptian Society of Pediatric Allergy  
and Immunology

European Academy of Allergy and  
Clinical Immunology

European Mast Cell and Basophil  
Research Network

European Society for  
Immunodeficiencies

European Society for Organ  
Transplantation

French Society for Immunology

Georgian Association of Allergology  
and Clinical Immunology

German Society of Immunology

Immune Tolerance Network

Immunology of Diabetes Society

Indian Immunology Society

International Complement Society

International Cytokine & Interferon  
Society

International Life Sciences Institute/  
Health and Environmental Sciences  
Institute

International Society for  
Neuroimmunomodulation

International Society of  
Neuroimmunology

Israeli Association of Allergy and  
Clinical Immunology

Italian Society of Allergy, Asthma  
and Clinical Immunology

Italian Society of Immunology,  
Clinical Immunology and  
Allergologia

Japanese Society for Immunology

Japanese Society of Clinical  
Immunology

Latin American and Caribbean  
Association of Immunology

Lithuanian Society of Pulmonology  
and Allergy

Lupus Foundation of America

National Institute of Allergy and  
Infectious Diseases

Pan American Group for  
Immunodeficiency

Section for Clinical Immunology of  
the Swedish Society of Medicine

Section of Clinical Immunology and  
Allergy of the Royal Society of  
Medicine

Society for Immunotherapy of  
Cancer

Society of Investigative  
Dermatology

Society for Mucosal Immunology

Society of Innate Immunity

Spanish Society for Immunology

Swedish Society of Clinical  
Immunology & Transfusion  
Medicine (Section of Swedish  
Medical Society)

The Antibody Society

The Transplantation Society

Ukrainian Society of Immunology  
and Allergy

Uveitis Association of Mexico

World Allergy Organization

## 5. Steering Committee

- a. **Role** – The Steering Committee serves as the FOCIS organization’s governing and is responsible for all governance, operations, and fiduciary matters, including oversight of financial matters.
- b. **Representatives** - The Steering Committee serves as the infrastructure where exercise their voting rights. The Board of Directors selects Member Societies to serve as either permanent or rotating Member Society members. Each Member Society then appoints an individual to serve as their Steering Committee representative. Steering Committee members represent their society throughout the year and in person at the FOCIS Annual Meeting.
- c. **Responsibilities** – The responsibilities of the Steering Committee include:
  - Assisting with the abstract review process by appointing reviewers and/or reviewing abstracts submitted to FOCIS in their area of expertise (January/February)
  - Submitting of FOCIS meeting program suggestions, topics, and speakers representative of the clinical immunologists in their society (April/May)
  - Attending the FOCIS annual meeting and Steering Committee meeting (June)
  - Approving bylaws and new Member Society applications (June)
  - Assisting with the development of Member Society Symposia, if applicable (October/November)
  - Promoting the FOCIS annual meeting and other FOCIS activities, including individual FOCIS membership (ongoing)
  - Submitting and encouraging their society(s) to submit articles to the *Immunology Update* quarterly e-newsletter
  - Liaison to their FOCIS society (ongoing)

**Roster**

Effective June 22, 2023 – June 21, 2024

Term Expires:

White - Permanent Member  
- Permanent Affiliate Group

Peach - June 2024  
Yellow - June 2023  
Blue – June 2025

Representing	Name	Term
FOCIS President	Megan Sykes, MD	Permanent Member
FOCIS Compliance Officer	Jordan Pober, MD, PhD	Permanent Member
American Academy of Allergy, Asthma and Immunology (AAAAI)	Lanny J. Rosenwasser, MD	Permanent
American College of Rheumatology (ACR)	Deepak Rao, MD, PhD	Permanent
American Society of Histocompatibility and Immunogenetics (ASHI)	Elaine F. Reed, PhD	Permanent
American Uveitis Society (AUS)	Phoebe Lin, MD, PhD	Permanent
Asia Pacific Association of Allergy, Asthma and Clinical Immunology (APAAACI)	Ruby Pawankar, MD, PhD	Expires June 2025
Australasian Society of Clinical Immunology and Allergy (ASCIA)	Stephen Adelstein, MD, PhD	Expires June 2023
British Society for Immunology	Jessica Strid, PhD	Expires June 2023
Clinical Immunology Society (CIS)	Troy Torgerson, MD, PhD	Permanent
Crohn's and Colitis Foundation of America (CCFA)	Andres Hurtado-Lorenzo, PhD	Ad Hoc Member Society ★
Egyptian Society of Pediatric Allergy and Immunology (ESPAI)	Prof. Dalia El-Ghoneimy	Expires June 2025
German Society of Immunology (DGFI)	Prof. Dr. Stefan Meuer	Expires June 2025
Indian Immunology Society (ISI)	Amit Awasthi, PhD	Expires June 2024
Immune Tolerance Network (ITN)	Gerald Nepom, MD, PhD	Ad Hoc Member Society ★
Immunology of Diabetes Society (IDS)	Bart Roep, MD, PhD	Permanent
International Society for Neuroimmunology (ISNI)	Vijay Kuchroo, DVM, PhD	Permanent
Italian Society of Allergy and Clinical Immunology (SIICA)	Raffaele De Palma, MD, PhD	Expires June 2023
Japanese Society of Clinical Immunology (JSCI)	Yoshiya Tanaka, MD, PhD	Expires June 2024
National Institute of Allergy and Infectious Disease (NIAID)	Daniel Rotrosen, MD	Ad Hoc Member Society ★
Sociedad Mexicana de Inmunología (SMI)	Yvonne Rosenstein, PhD	Expires June 2024
Society for Immunotherapy of Cancer (SITC)	Francesco M. Marincola, MD	Permanent
Society for Mucosal Immunology (SMI)	Antiope Varelias, PhD	Permanent
The Transplantation Society (TTS)	Fadi Issa, MD	Permanent
Ukrainian Society of Specialists in Immunology, Allergology & Immunorehabilitation (UTIAI)	Halyna Koval, PhD	Expires June 2024

## **FOCIS Centers of Excellence Overview and Guidelines**

### **Governance**

FOCIS Centers of Excellence (FCE) are governed by the FOCIS Executive Committee. FCEs within the United States and Canada will report to the FCE Chair, while FCEs outside of the United States and Canada will report to the International FCE Chair. The chairs of each region of FCEs will report to the FOCIS Executive Committee.

### **Accreditation**

Applications to become an FCE are reviewed by the FCE Committee. The final decision to accredit lies with the FOCIS Executive Committee.

### **Designation**

When new FCEs have been approved by the FCE Committee, the following steps will be completed by FOCIS staff:

- 1) Names and email addresses of the Director and Associate Director will be added to the FCE email list – Multinational and/or North American (as relevant) and to the appropriate distribution groups in member database
- 2) The new FCE will be published on the FCE locations webpage
- 3) An email notification regarding the application decision will be sent to the Director and Associate Director (copying the FCE Chair and [if appropriate] the Multinational Chair) with the following attachments:
  - Their new center designation letter
  - Overview of FCE Benefits and Events, as well as expectations for annual FCE activity, including a copy of the annual activity report
  - Current FCE Directors Roster
- 4) An email request for the Director's brief bio, photo, and goals for the center will be sent. FOCIS will prepare and post a press release of FCE Director's photo, bio, and goals for the FCE under the news section on the FOCIS homepage, Facebook and Twitter pages, and LinkedIn group

### **Development and Financial Support**

FOCIS is not responsible for financially supporting FCEs. FCE Directors or Associate Directors participating in the FCE Directors Meeting who are FOCIS members are eligible to receive up to \$750 in travel expense reimbursement.

#### Travel Awards

Each FCE may select up to two trainees\* to receive travel awards to attend FCE Fusion. FCE Fusion is an annual event at the Annual FOCIS Meeting. Trainees participating in FCE Fusion will be reimbursed up to \$500 for travel expenses and receive complimentary FOCIS Annual Meeting registration. A total of 25 awards are available, and are granted on a first come, first served basis. Any competitive selection process within the FCE is at the Director's discretion.

Each FCE may select up to two trainees\* to receive travel awards to attend the Advanced Course in Basic & Clinical Immunology course. The Advanced Course is an annual event held in the spring. Trainees\* participating in the Advanced Course will be provided with reimbursement of registration and/or travel expenses, valued at \$1,200 for each FCE. Note the travel award amount is split into two \$600 awards if two fellows are nominated. A maximum of 25 FCEs may submit nominations, and are granted on a first come, first served basis. Any competitive selection process within the FCE is at the Director's discretion.

The FCE Director must be a FOCIS member to nominate a trainee to receive a travel award.

Travel awards for trainees to attend other FOCIS-affiliated education activities may be available.

Requests for travel award support for an external (non-FOCIS sponsored) event must be approved by the FCE Committee.

### **Programming**

All programs conducted under the FOCIS name must first be approved by the FCE Committee. It is at the discretion of the FCEs Committee to decide whether the program will be open to all FCEs.

### **Maintaining FCE Designation**

Successful FCEs are required to monitor their FOCIS activity and participation on an annual basis and to submit renewal application every 5 years. Renewals will be evaluated using the point system summarized below, with the expectation that each US and Canadian FCE should accumulate 12 points every five years and each International FCE accumulate 8 points every five years. A minimum of one point per year is required to maintain active status.

If a center is below this point threshold, the FCE is considered inactive. The FCE may elect to disband the FCE or to make changes so that the activity expectations are met within two years.

### Annual Participation in FOCIS activities (1 point for each attendee/each program)

- FCE Director and/or Associate Director attend the Annual FCE Directors Meeting
- FCE trainees\* attend the annual FCE Fusion event at the FOCIS Annual Meeting
- FCE members submit abstract to the FOCIS Annual Meeting
- One or more FCE trainees\* attend the Advanced Course in Basic & Clinical Immunology
- FCE representatives attend a FOCISed course or FOCIS-affiliated educational activities, such as the Basic Immunology in Medicine course; Cancer Immunity & Immunotherapy course; Interventional Immunology course; Systems Immunology course; European Advanced Course
- Contribute to FOCIS publications
- Collaborated with another FCE in a research or educational activity, this may include activities such as co-submission of grants, co-authorship on publications, participation in multi-center clinical trials
- Other collaborative research activities that provide evidence of engagement in the overall FCE spirit such as sample sharing, fundraising for FOCIS events, or participating in organization and/or teaching in FOCIS-sponsored events

*\*Trainees include graduate students, postdoctoral fellows (post-PhD), and post-health professional degree fellows (e.g., medicine, dentistry) conducting research at an academic institution*

**FCE Roster  
Directors and Associate Directors**

FCE Name	Academic Affiliation	Continent	Country	FCE Director Name	FCE Director Email Address	Associate Director Name	Associate Director Email Address
Allotransplant-Transplantation (AZT)	Institutions: Université Paris Diderot, INSERM, AP-HP (Hôpital Universitaire Saint-Louis)	Europe	France	Antoine Toubert	<a href="mailto:antoine.toubert@univ-paris-diderot.fr">antoine.toubert@univ-paris-diderot.fr</a>		
BC Children's Hospital Research Institute	BC Children's Hospital Research Institute	North America	Canada	Megan Levings, PhD	<a href="mailto:mlevings@bccr.ca">mlevings@bccr.ca</a>	Laura Sly	<a href="mailto:lsly@bccr.ca">lsly@bccr.ca</a>
Beth Israel Deaconess Medical Center	Beth Israel Deaconess Medical Center	North America	US	George Tsokos, MD	<a href="mailto:tsokos@bidmc.harvard.edu">tsokos@bidmc.harvard.edu</a>		
Brigham and Women's Hospital	Brigham and Women's Hospital	North America	US	Deepak Rao, M.D., Ph.D	<a href="mailto:darao@bwh.harvard.edu">darao@bwh.harvard.edu</a>		
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Centre of Translational Immunology (CTI)	Institut Pasteur de Montevideo	South America	Uruguay	Marcelo Hill, MD, PhD	<a href="mailto:hillmongabure@gmail.com">hillmongabure@gmail.com</a>		
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Heidelberg University Hospital	Heidelberg University Hospital	Europe	Germany	Prof. Dr. Thomas Giese	<a href="mailto:Thomas.Giese@immu.uni-heidelberg.de">Thomas.Giese@immu.uni-heidelberg.de</a>		
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Marseille Immunopole Profiling Platform (MI-PP)	bi-located at the Immunology Center of Marseille-Luminy (CIML) and at the Assistance Publique Hôpitaux de Marseille (AP-HM) in La Timone campus in Marseille, France.	Europe	France	Pr Eric Vivier, Dr Frédéric Vély	<a href="mailto:vivier@ciml.univ-mrs.fr">vivier@ciml.univ-mrs.fr</a> <a href="mailto:frederic.vely@ap-hm.fr">frederic.vely@ap-hm.fr</a>		
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University of Florence	University of Florence	Europe	Italy	Enrico Maggi	<a href="mailto:enrico.maggi@unifi.it">enrico.maggi@unifi.it</a>		
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## 7. Annual Meeting

- a. **Annual Meeting Overview** – The FOCIS annual meeting provides a scientific forum to foster the cross-disciplinary approach required to understand and treat immune-based diseases as the discipline of clinical immunology evolves. The evolution is a reflection of the shared pathophysiology of many diseases, including autoimmune diseases, cancer, allergy/asthma, infectious diseases, immune deficiency, and transplant rejection. While clinicians necessarily remain linked to diseases associated with their own specialty, the immunological sciences underlying recent advances in diagnosing and treating these diverse diseases are multidisciplinary and cut across traditional clinical boundaries.

The ultimate goal of the FOCIS annual meeting is to create a better understanding of the shared pathophysiological underpinnings of clinical immunology and the new therapeutic approaches suggested by these novel relationships, including the increasingly widespread use of biologics in therapy. In addition to highlighting the best science in the field, the FOCIS annual meeting is an incubator for developing scientists and practitioners alike to meet with one another and representatives of the relevant biotech and pharmaceutical industry whose combined support is invaluable to the success of the field of clinical immunology.

The first annual meeting of FOCIS in Boston, Mass., May 4-7, 2001, successfully combined basic scientists who were investigating inflammation at many different levels with clinical scientists investigating human inflammatory disease. The FOCIS meeting was the first significant cross-disciplinary annual meeting centered on human inflammatory disease.

- b. **Annual Meeting Structure** – The FOCIS annual meeting offers a varied program that cuts across the diverse fields of study in clinical immunology. The plenary sessions are intentionally broad, so that they will be of interest to all delegates, while the major concurrent thematic symposia are more specific, allowing delegates to focus on areas that are more targeted to their interests. The oral abstract sessions highlight the outstanding abstracts submitted for presentation at the meeting.

### Daily Outline

#### Day 1:

Morning Member Society Symposia  
Afternoon Member Society Symposia  
Keynote  
Evening Opening Reception

#### Day 2:

Morning Plenary Sessions  
Afternoon Concurrent Thematic Sessions  
Concurrent Oral Abstract Sessions  
Keynote  
Evening Poster Session

#### Day 3:

Morning Plenary Sessions  
Afternoon Concurrent Thematic Sessions  
Concurrent Oral Abstract Sessions  
Keynote  
Evening Poster Session

#### Day 4:

Morning Plenary Sessions  
Keynote  
Afternoon Concurrent Thematic Sessions

## Post-Meeting Report

FOCIS 2023- the 23<sup>rd</sup> Annual Meeting of the Federation of Clinical Immunology Societies  
June 20-23, 2023, in Boston, Massachusetts

### Registration Data

#### Registration Counts

	FOCIS 2023 Boston	FOCIS 2022 San Francisco	FOCIS 2021 Virtual	FOCIS 2020 Virtual	FOCIS 2019 Boston	FOCIS 2018 San Francisco
Pre-Registered	664	639	750	1,094	942	876
Late (onsite)	77	161	212	142	30	193
Trainee Participants	137	77	176	334	174	184
Invited Speakers	48	50	49	49	46	46
Invited Chairs	25	25	34	25	28	20
<b>Total Attendance</b>	<b>951</b>	<b>800</b>	<b>966</b>	<b>1,236</b>	<b>967</b>	<b>1,030</b>

#### Registration Rates

Rates	Advance	Late	Onsite
	(Until 5/23)	(5/23 – 6/13)	(6/19-6/23)
Trainee or Graduate/Med. Student – Member	\$215	\$250	\$325
Trainee or Graduate/Med. Student – Enhanced Registration* (Includes Membership)	\$295	\$330	\$405
Trainee or Graduate/Med. Student – Non-Member	\$315	\$355	\$425
Regular – Member	\$465	\$500	\$610
Regular – Enhanced Registration* (Includes Membership)	\$595	\$630	\$740
Regular – Non-Member	\$630	\$665	\$775
Industry – Member	\$605	\$650	\$795
Industry – Enhanced Registration*(Includes Membership)	\$735	\$780	\$925
Industry – Non-Member	\$820	\$862	\$1,010
Guest	\$50	\$50	\$50

#### Registration Counts by Type

Registration Type	Count	Rate
Trainee or Graduate/Med. Student Member – Advance	69	\$215
Trainee or Graduate/Med. Student Member – Late	9	\$250
Trainee or Graduate/Med. Student Non-Member – Advance	39	\$315
Trainee or Graduate/Med. Student Non-Member – Late	4	\$355
Trainee or Graduate/Med. Student Non-Member – Onsite	2	\$425
Trainee Enhanced – Advance	7	\$295
Trainee Enhanced – Late	7	\$330
Regular Member – Advance	90	\$465
Regular Member – Late	6	\$500
Regular Member – Onsite	3	\$610
Regular Non-Member – Advance	54	\$630
Regular Non-Member – Late	13	\$665

Registration Type	Count	Rate
Regular Enhanced – Advance	15	\$595
Regular Enhanced – Onsite	3	\$740
Industry Member – Advance	38	\$605
Industry Member – Late	5	\$650
Industry Non-Member – Advance	49	\$820
Industry Non-Member – Late	16	\$865
Industry Non-Member – Onsite	4	\$1,010
Industry Enhanced – Advance	12	\$735
Industry Enhanced – Late	5	\$780
<b>Total</b>	<b>951</b>	

**Discount Codes Redeemed**

Code	Reason for Discount	Count	Total Value
Sponsor2023	100% off AM Registration	75	\$63,873
2023AMSpeaker	100% off AM Registration	59	\$36,600
FOCISLeader2023	100% off AM Registration	41	\$23,622
ExhibitorStaff2023	50% off AM Registration	31	\$22,730
CancerSpeakerAM2023	100% off AM Registration	12	\$12,354
2023FCE	100% off AM Registration & FOCISed	18	\$5,370
2023staff	100% off AM Registration	5	\$4,365
2023ExhibitorXPass	100% off AM Registration	5	\$3,565
BigDataSpeakerAM2023	100% off AM Registration	4	\$2,960
SystemsSpeakerAM2023	100% off AM Registration	2	\$2,884
2023AbReviewer	50% off AM Registration	12	\$2,163
2023AMPpress	100% off AM Registration	3	\$2,080
2023AM-GMIT	\$250 off AM Registration	7	\$1,750
BasicSpeakerAM2023	100% off AM Registration	2	\$1,712
2023AMLATE-GMIT	\$285 off AM Registration	5	\$1,425
2023FOCISed	100% off AM Registration	2	\$732
2023MSSSpeaker	50% off AM Registration	1	\$315
<b>Total</b>		<b>284 (30%)</b>	<b>\$188,500.00</b>

**Registrant Demographic Data**

**Returning Attendees**

	FOCIS 2023*	FOCIS 2022*	FOCIS 2021*	FOCIS 2020*	FOCIS 2019*	FOCIS 2018*
Number of Repeats	163	165	318	251	249	206
Percentage of Total Attendees	17%	21%	33%	20%	26%	19%

\*Repeat attendees for each year are compared to the previous year only.

**Membership Status**

	FOCIS 2023	FOCIS 2022	FOCIS 2021	FOCIS 2020	FOCIS 2019	FOCIS 2018
Member	52%	48%	45%	36%	46%	42%
Non-Member	48%	52%	55%	64%	54%	58%

**Designation**

	FOCIS 2023	FOCIS 2022	FOCIS 2021	FOCIS 2020	FOCIS 2019	FOCIS 2018
PhD	46%	46%	45%	50%	49%	49%
MD	13%	12%	14%	13%	12%	12%
MD, PhD	14%	15%	16%	12%	15%	13%
DO, MBA, PharmD, DVM, Allied Health	2%	2%	3%	16%	3%	4%
Other	11%	26%	22%	9%	22%	22%

**Specialty**

	FOCIS 2023***	FOCIS 2022***	FOCIS 2021**		FOCIS 2020*	FOCIS 2019	FOCIS 2018
Allergy	3% (30)	1% (10)	12% (117)	5% (117)	3% (32)	4% (35)	3% (48)
Asthma	1% (4)	1% (4)	7% (63)	3% (63)	1% (7)	2% (16)	2% (25)
Cell Biology	4% (33)	5% (39)	14% (136)	5% (136)	4% (52)	9% (87)	5% (78)
Clinical Immunology	13% (123)	14% (112)	N/A	N/A	N/A	N/A	N/A
Computational Immunology	N/A	3% (21)	N/A	N/A	4% (49)	2% (17)	4% (56)
Dermatology	2% (17)	1% (9)	6% (58)	2% (58)	1% (17)	1% (11)	1% (18)
Diabetes	3% (25)	4% (32)	9% (85)	3% (85)	4% (49)	5% (50)	4% (57)
Endocrinology	1% (3)	1% (4)	3% (30)	1% (30)	0% (6)	1% (8)	1% (16)
Flow Cytometry	2% (20)	2% (19)	18% (174)	7% (174)	3% (42)	10% (95)	6% (84)
Gastroenterology	1% (9)	1% (6)	6% (59)	2% (59)	3% (34)	2% (18)	2% (33)
Genetics	17% (16)	1% (10)	8% (82)	3% (82)	1% (13)	4% (40)	3% (44)
Hematology	1% (5)	1% (8)	6% (57)	2% (57)	1% (17)	2% (18)	2% (33)
Infectious Disease	6% (54)	6% (44)	17% (167)	7% (167)	5% (56)	6% (54)	8% (118)
Inflammation	11% (105)	8% (64)	34% (327)	13% (327)	0% (0)	8% (78)	N/A
Microbiology	1% (10)	1% (10)	6% (59)	2% (59)	1% (9)	2% (18)	2% (33)
Molecular & Cellular Biology	4% (38)	5% (40)	15% (146)	6% (146)	7% (81)	9% (89)	11% (159)
MS	1% (6)	1% (6)	5% (49)	2% (49)	0% (5)	2% (16)	1% (18)
Neuroimmunology	34% (32)	3% (23)	9% (89)	4% (89)	3% (42)	5% (48)	4% (57)
Neurology	1% (3)	0% (3)	2% (18)	1% (18)	0% (0)	0% (4)	N/A
Oncology	6% (58)	9% (69)	17% (160)	6% (160)	6% (76)	7% (71)	13% (185)
Pathology	1% (9)	2% (15)	3% (26)	1% (26)	1% (7)	2% (19)	2% (25)
Pharmacology	1% (11)	1% (8)	5% (45)	2% (45)	2% (20)	2% (21)	3% (49)
Primary Immunodeficiency	1% (6)	2% (12)	7% (70)	3% (70)	1% (11)	4% (38)	3% (43)
Rheumatology	7% (71)	5% (43)	17% (168)	7% (168)	5% (66)	9% (84)	8% (116)
Transplantation	46% (44)	5% (38)	9% (85)	3% (85)	5% (58)	6% (57)	6% (81)
Uveitis	1% (7)	1% (4)	2% (19)	1% (19)	1% (12)	1% (9)	0% (8)
N/A	14% (131)	18% (147)	33% (209)	8% (209)	24% (296)	28% (270)	5% (80)
Autoimmunity	N/A	N/A	N/A	N/A	14% (179)	16% (153)	N/A
<b>Other</b>	9% (82)	N/A	N/A	N/A	N/A	N/A	N/A

\*FOCIS 2020 mandatory field; not mandatory for previous years

\*\*FOCIS 2021 multiple selections allowed per attendee; left column reflects percentage of attendees who selected specified specialty, right column reflects total percentage of all selections made.

\*\*\*FOCIS 2022/2023 mandatory field; only one selection per attendee

**Area of Interest (multi-select field)**

	FOCIS 2023	FOCIS 2022
Allergy	12% (115)	8% (63)
Asthma	6% (61)	4% (28)
Cell Biology	16% (155)	17% (136)
Clinical Immunology	39% (372)	31% (245)
Computational Immunology	N/A	10% (82)
Dermatology	7% (65)	6% (44)
Diabetes	7% (68)	9% (68)
Endocrinology	2% (17)	3% (20)
Flow Cytometry	22% (206)	21% (171)
Gastroenterology	6% (55)	6% (45)
Genetics	9% (86)	8% (61)
Hematology	4%(41)	7% (57)
Infectious Disease	17% (159)	18% (144)
Inflammation	35% (336)	31% (248)
Microbiology	7% (72)	6% (45)
Molecular & Cellular Biology	15% (153)	16% (128)
MS	5% (48)	5% (38)
Neuroimmunology	12% (113)	11% (90)
Neurology	4% (37)	2% (19)
Oncology	15% (139)	14% (108)
Pathology	5% (43)	3% (24)
Pharmacology	4% (41)	4% (30)
Primary Immunodeficiency	4% (40)	4% (35)
Rheumatology	16% (154)	12% (96)
Transplantation	9% (88)	9% (73)
Uveitis	1% (14)	1% (10)
N/A	16% (150)	23% (184)

**Geography**

	FOCIS 2023	FOCIS 2022	FOCIS 2021	FOCIS 2020	FOCIS 2019	FOCIS 2018
United States	75%	76%	72%	78%	74%	75%
Canada	4%	3%	5%	3%	4%	3%
United Kingdom	2%	2%	3%	2%	2%	2%
Germany	2%	1%	2%	2%	3%	2%
Other Countries (Combined)	17%	18%	18%	15%	18%	18%

**United States Geographic Region**

	FOCIS 2023	FOCIS 2022	FOCIS 2021	FOCIS 2020	FOCIS 2019	FOCIS 2018
Northeast	65% (452)	28% (173)	46% (312)	39% (372)	60% (427)	27% (214)
Northwest	22% (152)	57% (349)	39% (269)	45% (429)	24% (174)	58% (462)
Midwest	7% (52)	8% (48)	7% (49)	8% (74)	8% (57)	7% (58)
Southeast	4% (24)	5% (29)	6% (42)	6% (60)	6% (41)	5% (43)
Southwest	2% (13)	1% (9)	2% (13)	2% (23)	2% (15)	2% (19)

**Gender\***

	FOCIS 2023	FOCIS 2022	FOCIS 2021	FOCIS 2020	FOCIS 2019	FOCIS 2018
Male	44%	47%	46%	42%	52%	52%
Female	44%	48%	50%	55%	48%	48%
Decline to State	12%	5%	4%	3%	N/A	N/A

\*Not mandatory field, also may have been sourced from their profile data

### Institution Type

	FOCIS 2023	FOCIS 2022	FOCIS 2021	FOCIS 2020	FOCIS 2019	FOCIS 2018
Academic Medical Center/ Research Institute/University	57% (542)	55% (441)	58% (564)	57% (700)	54% (527)	53% (569)
Biotechnology Company	18% (176)	24% (191)	18% (171)	18% (217)	19% (187)	21% (227)
Pharmaceutical Company	15% (139)	11% (82)	12% (113)	16% (194)	10% (99)	11% (118)
Government	2% (19)	3% (20)	4% (40)	4% (45)	3% (31)	5% (50)
Non-profit/Foundation	3% (25)	3% (22)	3% (30)	3% (38)	4% (35)	3% (37)
Other	5% (46)	4% (29)	3% (31)	2% (24)	8% (79)	5% (52)
Clinical Practice	<1% (5)	3% (13)	2% (17)	1% (18)	1% (9)	1% (7)

### Member Societies

Society Name	FOCIS 2023	FOCIS 2022	FOCIS 2021	FOCIS 2020	FOCIS 2019	FOCIS 2018
Academy of Clinical Laboratory Physicians & Scientists	2	2	3	2	4	2
American Academy of Allergy, Asthma & Immunology	9	10	21	15	13	12
American College of Rheumatology	15	26	23	38	30	28
American Rhinologic Society	-	-	2	-	-	-
American Society for Blood & Marrow Transplantation	-	-	-	4	5	9
American Society for Histocompatibility & Immunogenetics	2	-	9	7	3	3
American Society for Transplantation and Cellular Therapy	1	3	4	-	-	-
American Society of Nephrology	1	3	3	6	3	3
American Society of Transplantation	5	13	13	21	12	15
American Uveitis Society	1	2	7	4	3	2
Americas Committee for Treatment & Research Multiple Sclerosis	-	1	1	1	1	1
Association for Cancer Immunotherapy	-	3	2	3	9	2
Association of Medical Laboratory Immunologists	1	2	7	5	2	4
Australasian Society of Clinical Immunology & Allergy	4	5	11	2	4	6
Austrian Society of Allergology and Immunology	-	-	1	-	-	-
British Society for Immunology	5	7	18	14	16	11
Canadian Society for Immunology	8	8	9	9	10	6
Cancer Research Institute	-	1	3	1	3	4
Clinical Immunology Society	6	12	17	14	18	15
Clinical Immunology Chapter of the Sociedad Mexicana de Inmunologia	-	2	-	5	7	2
Crohn's & Colitis Foundation of America	1	1	1	3	4	1
Egyptian Society of Pediatric Allergy & Immunology	-	-	-	-	-	1
European Academy of Allergy & Clinical Immunology	4	1	10	3	4	4
European Society for Immunodeficiencies	-	4	5	11	7	7
European Society for Organ Transplantation	-	1	1	2	1	3
French Society for Immunology	2	7	9	5	4	4
German Society of Immunology	6	9	4	7	7	4
Immune Tolerance Network	3	6	6	8	8	9
Immunology of Diabetes Society	3	7	11	14	10	11
Indian Immunology Society	3	1	3	3	6	8
International Complement Society	1	-	4	-	-	1
International Cytokine and Interferon Society	4	-	4	3	6	10
International Life Sciences Institute/Health & Enviro. Sciences Institute	-	-	-	-	-	-
International Society for Interferon and Cytokine Research	-	-	-	6	-	-
International Society for Neuroimmunology	-	-	2	3	2	4

Society Name	FOCIS 2023	FOCIS 2022	FOCIS 2021	FOCIS 2020	FOCIS 2019	FOCIS 2018
International Society for NeuroImmunoModulation	1	-	-	-	-	1
Italian Association of Allergology & Clinical Immunology	-	-	1	1	1	2
Italian Society of Immunology, Clinical Immunology and Allergy	-	-	-	2	-	1
Japanese Society for Immunology	1	2	7	5	6	5
Japanese Society of Clinical Immunology	5	-	-	-	-	-
Latino-American Association of Immunology	-	9	3	-	-	-
Latin-American and Caribbean Association of Immunology	2	-	-	-	-	-
Lupus Foundation of America		1	1	-	-	-
Mexican Society of Immunology	3	-	-	-	-	-
National Institute of Allergy & Infectious Disease	1	2	-	2	2	5
Section for Clinical Immunology of the Swedish Society of Medicine	-	-	1	-	-	2
Section of Clinical Immunology & Allergy of the Royal Society of Medicine	-	-	-	1	1	1
Society for Immunotherapy of Cancer	3	11	15	8	9	10
Society for Mucosal Immunology	2	2	7	9	14	17
Society of Innate Immunity	-	1	3	-	-	1
Society of Investigative Dermatology	3	4	9	5	1	1
Spanish Society for Immunology	1	6	10	12	5	4
The Antibody Society	1	-	4	2	1	4
The Transplantation Society	2	7	6	10	6	9
World Allergy Organization	1	-	1	2	1	3
<b>Total</b>	<b>112</b>	<b>183</b>	<b>282</b>	<b>275</b>	<b>249</b>	<b>259</b>

## Program Data

### Program by Session Type

	FOCIS 2023	FOCIS 2022	FOCIS 2021	FOCIS 2020	FOCIS 2019	FOCIS 2018
Travel Award Recipients	52	48	37	66	68	64
FCE Fusion Travel Awards	21	31	24	38	31	31
Plenary Sessions	6	6	6	6	6	6
Concurrent Thematic Symposium	9	9	9	9	9	9
Oral Abstract Sessions	6	6	8	7	6	6
Abstracts Submitted	435	277	245	451	412	423
Posters Presented	334					
Exhibit Booths	18	20	18	18	22	20
Member Society Symposium	16	13	12	7	10	14
Member Societies	24	19	20	10	15	15

	FOCIS 2023	FOCIS 2022	FOCIS 2021	FOCIS 2020	FOCIS 2019	FOCIS 2018
FOCIS Member Society Satellites	- ACR - AMLI & ASHI - APAAACI - ASHI & AST & TTS - AUS - CSI - EAACI - ESPAI - ICIS - ISN - IIS - JDRF & LRA & NMSS - JSCI - SMI - SMI & MIII - SSI & FSI & PSI	- ACR - APAAACI - ASHI & AMLI - ASHI & AST & TTS - AUS - CSI - EAACI - ICIS - ISN - JSCI - SIICA & OCAI & DGFI & SFI & SEI - SMI - SMI & MIII	- Women in Transplantation - SMI - EAACI - ICS & ACR - OGAI, BSI, DGFI, FSI, SIICA, SEI - Milieu Intérieur (FCE) - ISN - Antibody Society - ASHI & AMLI - ASHI, AST, TTS, & WIT - AUS - JSCI	-AUS - ASHI & AST & TTS - ASHI & AMLI & ITN - CSI - Milieu Intérieur (FCE) - SEI - SMI	- ACR - AST & TTS & ASHI - AMLI & ASHI & NIAID & NIH - Antibody Society - SMI - IIS - FSI & ALAI - AMP - Milieu Intérieur (FCE) - NIH & NIDCR & NIAID	-AMP -AMLI & ASHI -ASHI & AST & TTS -Antibody Society -AUS -CSI -ICIS -IIS -ITN -Milieu Intérieur (FCE) -NIAID (2) -NIAID & DAIT -SMI

**Invited Speakers by Gender**

	FOCIS 2023	FOCIS 2022	FOCIS 2021	FOCIS 2020	FOCIS 2019	FOCIS 2018
Male	56% (27)	60% (30)	56% (27)	68% (34)	72% (33)	57% (26)
Female	44% (21)	40% (20)	44% (21)	32% (16)	28% (13)	43% (20)

**Session Chairs by Gender**

	FOCIS 2023	FOCIS 2022	FOCIS 2021	FOCIS 2020	FOCIS 2019	FOCIS 2018
Male	60% (15)	40% (10)	58% (33)	63% (15)	74% (20)	57% (12)
Female	40% (10)	60% (15)	42% (24)	37% (9)	26% (7)	43% (9)

**Invited Speakers by Company Type**

	FOCIS 2023	FOCIS 2022
Academic	81% (39)	86% (51)
Industry	19% (9)	14% (8)

**Invited Speakers by Geographic Region**

	FOCIS 2023	FOCIS 2022
U.S. East Coast	46% (22)	42% (25)
International	25% (12)	17% (10)
U.S. West Coast	23% (11)	41% (24)

**Invited Speakers by Geography**

	FOCIS 2023	FOCIS 2022	FOCIS 2021	FOCIS 2020	FOCIS 2019	FOCIS 2018
United States	71% (34)	80% (40)	71% (34)	76% (38)	88% (42)	84% (39)
United Kingdom	6% (3)	2% (1)	8% (4)	4% (2)	2% (1)	5% (2)
France	6% (3)	6% (3)	8% (4)	-	2% (1)	5% (2)
Canada	4% (2)	4% (2)	3% (1)	4% (2)	-	-
Germany	4% (2)	4% (2)	4% (2)	4% (2)	-	1% (1)
Other*	8% (4)	4% (2)	6% (2)	12% (6)	8% (4)	5% (2)

\*In 2023, other countries represented are Italy, Uruguay, and Japan.



## Session Attendance Data

### Most Popular Content by Session Type

#### Keynote (2 of 4)

Wednesday, June 21			Count
<b>5:30pm - 6:15pm</b>	Salon F-G	Keynote Address, Translating Immunology into New Therapies for Inflammatory Bowel Disease – Fiona Powrie, FRS, FMedSci, DBE	381

#### Plenary Session (2 of 6)

Wednesday, June 21			Count
<b>8:45am - 9:35am</b>	Salon F-G	Plenary Session: Immuno-oncology	303

#### Concurrent Thematic Symposium (2 of 9)

Wednesday, June 21			Count
<b>1:00pm - 2:45pm</b>	Salon H-K	Thematic Session: Tolerance Therapeutics	220

#### Oral Abstract Session (3 of 6)

Wednesday, June 21			Count
<b>3:15pm - 5:15pm</b>	Salon F-G	Oral Abstract: Mechanisms of Autoimmunity	193

#### Lunch Programs (3 of 6)

Wednesday, June 21			Count
<b>11:30am - 1:00pm</b>	Gloucester	Partner Program: Lupus Insight Awards Luncheon	120
Thursday, June 20			
<b>11:30am - 1:00pm</b>	Gloucester	Partner Program: FOCIS Women in Clinical Immunology (WICI) Committee – WIT/TTS Session	119

#### Member Society Symposium (4 of 14)

Tuesday, June 20			Count
<b>3:30pm - 5:30pm</b>	Salon J-K	MSS: Investigating Common Mechanisms of Autoimmunity	118

**Attendance By Date and Session**

Monday, June 19			Count
7:30am - 8:00am	F&G Foyer	Basic & Systems Course Breakfast	42
7:30am - 5:00pm	Salon F	Systems Immunology Course	48
8:00am - 5:30pm	Salon G	Basic Immunology in Medicine Course	54
12:00pm - 1:00pm	F&G Foyer	Basic & Systems Course Lunch	83
3:00 pm - 6:30 pm	Arlington	FCE Directors Meeting	42
7:00 pm - 9:00 pm	Fogo De Chão	FCE Dinner	45

Tuesday, June 20			Count
7:30am - 8:00am	Provincetown Foyer	Big Data - Breakfast	45
7:30am - 8:00am	Gloucester	Cancer Immunity & Immunotherapy - Breakfast	45
7:30am - 5:45pm	Gloucester	Cancer Immunity & Immunotherapy	55
7:30am - 12:00pm	Provincetown	Big Data in Immunology Workshop	53
8:00am - 9:30am	Salon C-D	MSS: The Expanding Field of Inborn Errors of Immunity	43
8:00am - 11:30am	Salon H-I	MSS: Advances in Immunological Research: Impact on Healthcare	36
8:00am - 11:30am	Arlington	MSS: Latin-America Immunology Symposium	23
8:00am - 12:00pm	Salon A-B	MSS: High Resolution Analysis of Target Organs and Cells to Reveal Local Inflammatory and Immune Mechanisms	50
10:00am - 11:30am	Salon C-D	MSS: Novel Crosstalk of Innate and Adaptive Immunity in Allergy and Asthma	83
10:00am - 12:00pm	Salon J-K	MSS: Trans-omics Assessment in Clinical Immunology	74
11:45 am - 2:00 pm	Berkley-Fairfield	FCE Fusion	56
12:00pm - 12:45pm	Gloucester	Cancer Course Lunch	51
1:30pm - 3:00pm	Salon C-D	MSS: Cytokines in Barrier Immunity	54
1:30pm - 3:00pm	Salon J-K	MSS: Multi-omics Define a New Horizon in for Inflammatory Eye Diseases	19
1:30pm - 4:30pm	Provincetown	MSS: Engineered T Cell Therapies to Treat Autoimmune Diseases and Restore Immune Tolerance	113
1:30pm - 5:00pm	Arlington	MSS: Neuroimmune Interactions in Health and Disease	59
1:30pm - 5:30pm	Salon H-I	MSS: Immunometabolism 10 Years Later: Implications for Health and Disease and Translational Immunometabolism	30
1:30pm - 5:30pm	Salon A-B	MSS: Innovative Bioengineering Technologies and Strategies that Provide Mechanistic Insight and Guide Therapeutics in Cancer, Autoimmune Diseases and Transplant	30
3:30pm - 5:00pm	Salon C-D	MSS: Mucosal Immune Defenses in Health and Disease	29
3:30pm - 5:30pm	Salon J-K	MSS: Investigating Common Mechanisms of Autoimmunity	118
4:00pm - 5:00pm	Regis	Education Committee Meeting	13
6:00pm - 7:45pm	Salon E	Exhibit & Poster Opening Reception	238
7:00pm - 8:30pm	Offsite	VIP Event / Larry Turka	28

Wednesday, June 21			Count
7:00 am - 8:00 am	Regis	Sponsor Breakfast	13
8:00am - 8:45am	Salon F-G	Keynote Address, Identification of RIOK2 as a Master Regulator of Human Blood Cell Development	242
8:45am - 9:35am	Salon F-G	Plenary Session: Immuno-oncology	303
10:00am - 11:30am	Salon F-G	Plenary Session: Engineered Car-cells in Oncology	255

FOCIS 2023 Post-Meeting Report - Session Attendance Data

Wednesday, June 21			Count
11:30am - 1:00pm	Gloucester	Partner Program: Lupus Insight Awards Luncheon	120
11:45am - 1:00pm	Arlington	Industry Tutorial: BioLegend	30
11:45am - 1:00pm	Provincetown	Industry Tutorial: Alamar Biosciences	70
1:00pm - 2:45pm	Salon F-G	Thematic Session: Neuroimmunology	71
1:00pm - 2:45pm	Salon A-D	Thematic Session: Precision Diagnostics for Immune Disorders	95
1:00pm - 2:45pm	Salon H-K	Thematic Session: Tolerance Therapeutics	220
3:15pm - 5:15pm	Salon A-D	Oral Abstract: ImmunoOncology and Cell Therapy	76
3:15pm - 5:15pm	Salon H-K	Oral Abstract: Late Breaking Abstracts	80
3:15pm - 5:15pm	Salon F-G	Oral Abstract: Mechanisms of Autoimmunity	193
3:15pm - 5:15pm	Provincetown	Flow Cytometry Course, Day 1	26
3:15pm - 5:15pm	Regis	ITN Meeting	---
4:30pm - 5:30pm	Berkley-Fairfield	MSO Committee Meeting	10
5:30pm - 6:15pm	Salon F-G	Keynote Address, Translating Immunology into New Therapies for Inflammatory Bowel Disease	381
6:15pm - 7:30pm	Salon E	Exhibit & Poster Reception	342
6:30pm - 7:30pm	Regis	Steering Committee Meeting	18
7:30pm - 8:30pm	3rd Floor Atrium	FOCIS Member Reception	148

Thursday, June 20			Count
7:00am - 8:00am	Regis	WICI Committee Meeting	13
8:00am - 9:30am	Salon F-G	Plenary: Fibrosis and Wound Healing	153
10:00am - 11:30am	Salon F-G	Plenary: Sequelae of Infectious Diseases	207
11:30am - 1:00pm	Gloucester	Partner Program: FOCIS Women in Clinical Immunology (WICI) Committee – WIT/TTS Session	119
1:00pm - 1:30pm	Regis	FOCIS Board of Directors Luncheon & Meeting	21
1:00pm - 2:45pm	Salon A-D	Thematic: Disorders of Innate Immunity	75
1:00pm - 2:45pm	Salon F-G	Thematic: Engineered Cell Therapy – Non-oncology	63
1:00pm - 2:45pm	Salon H-K	Thematic: Microbiome/Mucosal Immunity	84
3:15pm - 5:15pm	Salon F-G	Oral Abstracts: Allergy and Autoantigens	131
3:15pm - 5:15pm	Salon A-D	Oral Abstracts: COVID and Infectious Diseases	81
3:15pm - 5:15pm	Salon H-K	Oral Abstracts: Immunogenetics	94
3:15pm - 5:15pm	Provincetown	Flow Cytometry Course, Day 2	18
5:30pm - 5:40pm	Salon F-G	State of FOCIS Update	228
5:40pm - 6:25pm	Salon F-G	Keynote Address, CAR T Cells for Oncology and Beyond	376
6:15pm - 7:45pm	Regis	Program Committee Meeting	13
6:30pm - 7:45pm	Salon E	Exhibit & Poster Reception	257
6:30pm - 8:00pm	Rochambeau	Presidents Reception	168

Friday, June 21			Count
8:00am - 9:30am	Salon F-G	Plenary: Adaptive/Autoimmunity	187
10:00am - 11:30am	Salon F-G	Plenary: Atopic Diseases: Allergy/Type 2/Helminth	198
11:45am - 12:30pm	Salon F-G	Keynote Address, Spatial Organization of the Immune Response in Tumors	377
12:30pm - 2:00pm	Arlington	Partner Program: Journal of Experimental Medicine	20
12:30pm - 2:00pm	Provincetown	Partner Program: National Institutes of Health (NIH)	23

<b>2:00pm - 3:45pm</b>	Salon F-G	Thematic: Cutting Edge of Transplantation	87
<b>2:00pm - 3:45pm</b>	Salon A-D	Thematic: Disorders of Humoral Immunity	85
<b>2:00pm - 3:45pm</b>	Salon H-K	Thematic: Immunity Across the Ages	50

## Hotel Data

### Room Block

Standard Rate: \$309.00/night, exclusive of applicable taxes and fees

Housing Opened: October 15, 2022

Cut-Off Date: May 22, 2023

### Room Block Pickup

FOCIS actualized 89% of its adjusted room block. The hotel required a 90% pickup for FOCIS to avoid paying attrition penalties.

Day	Date	Room Block Initial	Room Block Adjusted	Final Pickup
Saturday	6/17/2023	0	0	15
Sunday	6/18/2023	89	79	68
Monday	6/19/2023	306	275	212
Tuesday	6/20/2023	376	338	304
Wednesday	6/21/2023	377	339	303
Thursday	6/22/2023	334	301	271
Friday	6/23/2023	56	54	69
Saturday	6/24/2023	6	4	2
Sunday	6/25/2023	0	0	1
Monday	6/26/2023	0	0	1
Tuesday	6/27/2023	0	0	1
<b>Total</b>		<b>1,544</b>	<b>1,390</b>	<b>1,247</b>

### Food and Beverage (F&B) Spend by Area

Session/Event Title	2023	2022
Education - Basic Immunology Course	\$11,108.95	\$13,626.67
Education - Big Data Workshop	\$1,780.83	\$1,850.16
Education - Cancer Course	\$11,619.81	\$14,153.73
Education - Systems Course	\$7,406.26	\$9,807.16
Coffee Breaks and Member Lounge	\$35,137.99	\$32,163.61
Education Committee	\$394.35	\$446.04
FCE Director's Meeting	\$3,310.18	\$3,558.56
FCE Fusion	\$5,027.78	\$4,902.79
Board of Directors	\$2,385.58	\$2,761.78
Member Reception	\$9,328.02	\$16,683.46
Lunch Program - NIH Grant Session	\$1,920.24	\$3,910.50
Lunch Program - WICI/WIT Session	\$7,543.80	\$6,843.38
Membership Committee	\$248.61	-
MSS – Coffee Breaks AM/PM	\$5,692.27	\$3,910.50
Past Presidents Luncheon	\$795.78	\$1,545.32
Poster Receptions	\$103,183.56	\$127,301.90
President's Reception (plus 20 <sup>th</sup> Anniversary in 2022)	\$13,262.96	\$34,670.36
Program Committee	\$1,009.66	\$771.72
Staff	\$922.04	\$2,701.66
Steering Committee Meeting	\$1,262.89	\$2,183.37

Session/Event Title	2023	2022
Sponsor Breakfast	\$991.57	-
Tuesday President's Dinner	\$7,533.70	\$9,496.39
WICI Committee	\$348.78	\$296.95
<b>Total</b>	<b>\$232,215.61</b>	<b>\$293,586.01</b>

## Mobile App Data

### Overall Data

Stats	2023	2022	2021	2020	2019	2018
Total User Accounts	600	382	N/A	N/A	475	629
Mobile Installations	669	319	N/A	N/A	660	609
Mobile Users	521	288	N/A	N/A	423	503
Users with Notifications	515	281	N/A	N/A	420	493
Users Sharing Profiles	401	231	N/A	N/A	192	254
Notes & Drawings	162	58	N/A	N/A	208	101
Exhibitor Impressions	110	29	N/A	N/A	22	66

### Device Data

Stats	2023	2022	2021	2020	2019	2018
Apple vs Android Operating Systems	80% / 20%	83% / 17%	N/A	N/A	80% / 20%	80% / 20%
Phone vs Tablet	98% / 2%	97% / 3%	N/A	N/A	93% / 7%	94% / 6%

## Evaluation Data

152 delegates completed the online session evaluations (16%)

**View evaluation responses online:** [https://www.surveymonkey.com/results/SM-moeP5eR8KoB6\\_2BaRR91wxRA\\_3D\\_3D/](https://www.surveymonkey.com/results/SM-moeP5eR8KoB6_2BaRR91wxRA_3D_3D/)



**Bylaws of the  
Federation of Clinical Immunology Societies, Inc.**  
Approved June 15, 2019

**ARTICLE I — PURPOSE AND OBJECTIVES**

- 1.1 Principal Objectives.** The Federation of Clinical Immunology Societies, Inc. (the “Federation,” and sometimes also referred to herein as “FOCIS”) has been created to engender cross-fertilization among the many specialty societies that are included in the broad field of clinical immunology. A major role of the Federation is to organize an annual meeting involving clinician scientists from many different constituent societies, which share an interest in the field of clinical immunology. An additional principal purpose of the Federation is to educate the community, physicians, trainees, and patients, in the broad discipline of clinical immunology as well as to promote understanding of the field of clinical immunology.
- 1.2 Operating Purposes.** The Federation is organized, and shall at all times be operated, exclusively for, and its activities shall be limited to, such charitable, scientific, literary and/or educational purposes as will carry out the purposes of the Federation. These activities shall include, without limitation, providing (a) a scientific forum to foster the cross-disciplinary approach required to understand and treat immune-based diseases as the discipline of clinical immunology evolves; (b) a better understanding of the shared pathophysiological underpinnings of clinical immunology and the new therapeutic approaches suggested by these novel relationships, including the increasingly widespread use of biologics in therapy; (c) a forum for education of trainees, physicians, patients and the public in the discipline of clinical immunology, and (d) study in issues pertinent to public health, welfare and safety in the field of clinical immunology.
- 1.3 Powers.** The Federation shall have, and be permitted to exercise, all powers, rights and privileges as are authorized by Chapter 181 of the Wisconsin Statutes (the “Wisconsin Non-stock Corporation Law”) and which are not inconsistent with a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code (the “Code”). However, no action shall be required or permitted to be taken under these Bylaws or by the officers or directors of the Federation which would not be permitted to be taken by an organization described in sections 501(c)(3) and 509(a)(1) of the Code or which would result in the imposition of federal tax under sections 4941 through 4945, inclusive, of the Code.
- 1.4 Funds.** The Federation may seek gifts, contributions, donations, and bequests for the purposes of the Federation and all funds received by the Federation shall be dedicated to and invested solely in furtherance of such purposes. The Board of Directors may establish guidelines for the acceptance or refusal of gifts, contributions, donations, or bequests, and for the disbursement of funds by the Federation in such manner as may, in the judgment of the Board of Directors, be consistent with the purposes of the Federation.
- 1.5 Net Earnings.** No part of the net earnings of the Federation shall inure to the benefit of any private individual, except that the Federation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes set forth of the Federation.
- 1.6 Propaganda.** No substantial part of the activities of the Federation shall consist of carrying on propaganda, or otherwise attempting to influence legislation except as otherwise provided in section 501(h) of the Code, and the Federation shall not participate or intervene in, including the publication or distribution of statements, any political campaign on behalf of or in opposition to any candidate for public office.

## ARTICLE II — ORGANIZATION/OFFICES

- 2.1 **General.** This Federation is incorporated in Wisconsin as a non-stock corporation pursuant to the Wisconsin Nonstock Corporation Law.
- 2.2 **Principal Office.** The principal office of the Federation shall be located in the state of Wisconsin. The Federation may have such other offices, either within or without the State of Wisconsin, as the Board of Directors may designate from time to time.
- 2.3 **Registered Agent.** The Federation shall maintain a registered agent as required by the Wisconsin Nonstock Corporation Law whose address may be, but need not be, identical with the principal office of the Federation. The name and address of the registered agent may be changed from time to time by the Board of Directors.

## ARTICLE III — MEMBERSHIP

- 3.1 **Membership.** Membership in the Federation shall be a privilege, not a right, and is dependent upon the applicant demonstrating compliance with the requirements for membership as defined in the Bylaws and otherwise as set forth in these Bylaws.
- 3.2 **Classes of Membership.** The Federation shall have two classes of membership: "Member Societies" and "Individual Members." Only Member Societies shall have voting rights and such rights shall exist to the extent and in the manner described in sub. (i), below. Individual Members shall have no voting rights. Any reference to a "member" or "members" in these Bylaws shall be deemed to refer to members of all classes and subclasses.
- a) **Member Societies.** Any non-profit organization that has a demonstrated interest or involvement in the field of clinical immunology, as determined by the Steering Committee in its sole discretion, shall be eligible to apply to the Federation for membership. The Federation shall have no limit to total membership, and shall strive to have balanced representation as to area of specialty and geographic location; such aspiration of balanced representation will be among the factors considered in determining the eligibility of the Member Society candidates. Twenty (20) Member Societies shall have the right to appoint one of its individual members to the Steering Committee as more fully described in Sections 4.1 and 4.2, below; otherwise, Member Societies shall have no voting rights as such, it being intended that Permanent and Rotating Member Societies exercise their voting rights as members of the Federation solely through their Steering Committee Representatives as set forth in Article IV, below. Members of Member Societies may attend the Federation's annual meeting at a discounted charge and shall have such other rights and privileges as the Board of Directors may from time to time determine.
- i. **Application for Membership/Approval Process.** An application for membership of any class and subclass shall be submitted by an applicant society to the Membership Committee in accordance with such procedure as the Board of Directors may prescribe from time to time. The Membership Committee shall recommend to the Steering Committee whether any such application for membership should be approved. Any such membership application shall require the approval of the Steering Committee by the majority vote thereof. Any determination by the Steering Committee regarding membership shall be final in its sole discretion and non-appealable. The Board of Directors may determine on a provisional basis that the status of a Member Society applicant and may make such recommendations to the Steering Committee from time to time.
- ii. **Dues.** The Federation may, in its discretion, impose dues on membership to the extent consistent with these Bylaws in such amounts as shall be determined by the Board of Directors from time to time. The payment of any such dues as a condition of any class of membership may be waived or postponed at the discretion of the Board of Directors.

- iii. **Acceptance of Members.** Each new member shall be notified in writing of its membership. New members shall pay any required dues prior to becoming a Member.
  - iv. **Termination of Members.** The membership may be terminated (a) for failure to make payment of any dues within ninety (90) days after the same become due; or (b) with or without cause upon a vote of two-thirds (2/3) of all Steering Committee Representatives or three-fourths (3/4) of all Directors.
- b) **Individual Members.** There shall be four subclasses of individual membership: 1. Graduate/Medical Student; 2. Trainee/Fellow; 3. Regular; 4. Industry.
- i. **Qualifications.** Individual membership of any subclass is open to all individuals with an interest in immunological or inflammatory diseases.
  - ii. **Dues.** Individual members shall pay membership dues, as well as such other charges relating to membership, as are established from time to time by the Board of Directors, in such amounts and at such intervals as determined by the governing board. In addition, the governing board may establish differences in dues or other charges or assessments among the members, based on such factors as the governing board deems appropriate, provided that the factors determined by the governing board for differences in dues or other charges or assessments shall be applied uniformly to all members.
  - iii. **Rights.** Individual members shall not have voting rights.
  - iv. **Duration.** Each individual member shall hold such membership as long as such member wishes, except that such membership may be sooner terminated by suspension or expulsion as provided in Section 5 of this article or by resignation as provided in Section 6 of this article. All memberships are non-transferrable.
  - v. **Termination.** The Board of Directors shall consider and may investigate any charges of unprofessional conduct made against any individual member. The accused member must be informed of the charges and shall have a right to present a defense in oral or written form. Expulsion or censure will require an affirmative vote of three-fourths of the members present at the Board of Directors session of the annual meeting. Any individual member whose dues are 14 months in arrears shall be terminated, but may be reinstated in all arrearages are paid in full.
  - vi. **Resignation.** Any individual member may resign from FOCIS after fulfilling obligations to the organization by delivering written notice of resignation to the Secretary- Treasurer. Such resignation shall be effective upon the Secretary-Treasurer's receipt of such written notice. Such resignation shall not cancel obligation for dues for that calendar year.

#### **ARTICLE IV — MEETINGS OF INDIVIDUAL MEMBERS**

There shall be no meetings of individual members as such except as may determined by the Steering Committee from time to time. Individual members shall be entitled to attend such meetings and events of the organization as the Steering Committee may determine from time to time.



## ARTICLE V — STEERING COMMITTEE

- 5.1 General/Number/Qualifications.** The Steering Committee shall serve as the infrastructure by which Permanent and Rotating Member Societies exercise their voting rights and other rights as Members of the Federation. Only individuals who are active members of a Member Society shall be eligible to serve as its Steering Committee Representative. The vote or other act of a Steering Committee Representative on behalf of the Member Society shall be conclusive and binding upon such Member Society, and the Federation and all other persons shall be entitled to rely on the authority of such Steering Committee Representative in voting or otherwise acting on behalf of the Member Society. A Steering Committee Representative shall not be considered to be a Director or member of the Board of Directors of the Federation for any purpose, but rather shall be considered to be acting solely on behalf of its Member Society with respect to matters appropriate for action by such Member Society as a member of the Federation.
- 5.2 Manner of Designation of Initial and Successor Steering Committee Representatives.** Each Member Society shall deliver to the Secretary of the Federation written notice (by such form and substance as the Federation may require from time to time) of the identity of the individual designated by such Member Society to serve as its Steering Committee Representative. Thereafter, a Member Society may remove and replace any individual serving as its Steering Committee Representative for any reason, and shall promptly fill any vacancy created by the resignation, removal, death or other termination of its Steering Committee Representative, by delivering written notice of same, including the identity of such replacement.
- a) Permanent Steering Committee Representatives.** Ten (10) Member Societies shall be designated by the Board of Directors to identify individuals to serve as Permanent voting Steering Committee Representatives. These Member Societies may be selected based on geographic balance, discipline diversity, size of the society and consistent, active participation in FOCIS activities. Each Representative shall be entitled to one (1) vote with respect to matters submitted to a vote of the Steering Committee. Steering Committee participation and retention of Permanent voting Representative status is subject to the termination guidelines as described in Section 3.6 and as determined by the Board of Directors from time to time.
- b) Rotating Steering Committee Representatives.** Ten (10) Member Societies shall be designated by the Board of Directors to identify individuals to serve as Rotating voting Steering Committee Representatives. These Member Societies shall be selected based on geographic balance, discipline diversity, size of the society and consistent, active participation in FOCIS activities. . Each Representative shall be entitled to one (1) vote with respect to matters submitted to a vote of the Steering Committee. The term of each Rotating Representative shall be as follows: two (2) years for societies with membership larger than 500 members and one (1) year for societies with membership less than 500 members. The term commences at the annual meeting of the Steering Committee which corresponds to the Federation's annual meeting at which such Representative is elected and expiring at the third consecutive annual meeting of the Steering Committee. Such terms shall be staggered so that the terms of one-third of the Representatives expire each year. The Board of Directors shall designate which Representatives posts will expire each year. Steering Committee participation and retention of rotating voting representative status is subject to the termination guidelines as described in Section 3.6 and as determined by the Board of Directors from time to time.
- 5.3 Removal of Steering Committee Representative by the Federation.** Any Steering Committee Representative may be removed with or without cause by a vote of two-thirds (2/3) of all Steering Committee Representatives or three-fourths (3/4) of all Directors. In such event, the Member Society whose Steering Committee Representative has been so removed shall promptly designate a successor Steering Committee Representative in accordance with Section 2, above.

- 5.4 Annual Meeting of Steering Committee.** An annual meeting of the Steering Committee, which shall serve as the annual meeting of members of the Federation, shall be held during the months of May, June or July of each year at the principal place of business of the Federation, or at such other time and place as determined by the Board of Directors as shall be specified in a notice of meeting, in order to elect new Directors and to transact such other business as shall come before the Steering Committee.
- 5.5 Special Meetings.** Special meetings of the Steering Committee may be called for any purpose by the President, by the Board of Directors by majority vote thereof, or by not less than twenty percent (20%) of the Steering Committee Representatives.
- 5.6 Voting/Manner of Acting.** Each Steering Committee Member Society in good standing shall be entitled, through its Steering Committee Representative as provided herein, to vote on all matters to be voted on by members of the Federation, including, without limitation, approving applications for membership and electing directors as provided herein. Member Societies shall be the only class of members with voting rights and such voting rights shall be exercised solely through their respective Steering Committee Representatives as described herein. Any matter to be decided by a vote of the members of the Federation shall, except as otherwise provided in Chapter 181 of the Wisconsin Statutes or as otherwise expressly provided herein, be decided by a majority of Steering Committee Representatives voting in person or by proxy at a duly held meeting of the Steering Committee at which a quorum is present.
- 5.7 Quorum.** The presence in person or by proxy of not less than a majority of (Permanent and Rotating) Steering Committee Representatives shall constitute a quorum for the transaction of business at any meeting of the Steering Committee. If a quorum is not present at any such meeting, a majority of the Steering Committee Representatives present thereat may adjourn the meeting, without further notice. The Steering Committee Representatives present at a duly organized meeting where a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal during the meeting of that number of Steering Committee Representatives whose absence would cause less than a quorum.
- 5.8 Notice of Meetings.** Written notice stating the place (which may be within or without the state of Wisconsin), day and hour of any meeting of members shall be signed by the President or Secretary of the Federation and shall be delivered either personally or by first class U.S. mail or electronic mail, to each Steering Committee Representative entitled to vote at such meeting, not less than ten (10) days before the date of such meeting. In case of a special meeting or when otherwise required by Wisconsin Statutes or by these Bylaws, such notice shall also include the purpose or purposes for which the meeting is called. In the case of a special meeting, no business other than that specified in the notice of such meeting shall be transacted at any such meeting. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail addressed to the member at his or her address as it appears on the records of the Federation, with postage thereon prepaid.
- 5.9 Action by Steering Committee without a Meeting.**
- a) **Action by Written Ballot.** Any action that may be taken at a meeting of the Steering Committee may be taken if the Secretary of the Federation delivers a written ballot to every Steering Committee Representative entitled to vote on the matter. Such written ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action. Approval by written ballot under this section shall be valid only when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot. A solicitation for votes by written ballot shall include all of the following:
- i. The number of responses required to meet the quorum requirements;
  - ii. The percentage of approvals necessary to approve each matter other than the election of directors; and;
  - iii. The time by which a ballot must be received by the Federation in order to be counted.

A written ballot may not be revoked.

- b) **Action by Written Consent.** Any action required by law to be taken at a meeting of the Steering Committee, or any action that may be taken at a meeting of the Steering Committee, may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by not less than fifty percent (50%) of all Steering Committee Representatives entitled to vote with respect to the subject matter thereof; provided, however, that if the vote of a greater proportion of such Steering Committee Representatives is required under applicable law for such action, the vote of such greater proportion shall be required hereunder.

**5.10 Proxies.** At any meeting of the Steering Committee, a Steering Committee Representative entitled to vote may vote by proxy executed in writing by the Steering Committee Representative or by his or her duly authorized attorney in fact. No proxy shall be valid after eleven (11) months from the date of its execution, unless otherwise provided in the proxy.

**5.11 Activities of Steering Committee and Steering Committee Representatives.** The Steering Committee Representatives may have the following duties and responsibilities from time to time:

- a) Provide submissions of Federation meeting program suggestions, topics and speakers;
- b) Assist with the development of satellite programs;
- c) Promote Federation meetings and activities;
- d) Attend various Federation meetings;
- e) Assist with the abstract review process as requested by appointing reviewers or reviewing abstracts submitted to the Federation in their discipline;
- f) Liaison to their respective Full Member Societies;
- g) Participate in Annual Meeting Program Committee planning;
- h) Vote on approval of candidates for officers and directors as presented by the Nominating Committee, as described in Sections 5.3 and 6.2, below;
- i) Review and approve proposed Bylaw changes, as described in Article VIII, below.

## ARTICLE VI — BOARD OF DIRECTORS

- 6.1 Powers and Responsibilities.** The Board of Directors shall have full responsibility for the management, direction and control of the business, policies and affairs of the Federation, including, without limitation, the Federation's financial affairs and fundraising activities, all subject only to the limitations set forth in the Articles of Incorporation, these Bylaws, or by applicable law. The Board of Directors shall utilize and distribute the net earnings and principal funds of the Federation solely in accordance with the purposes for which the Federation is organized. Directors shall be responsible to undertake such individual fundraising activities on behalf of the Federation as may be requested by the President from time to time.
- 6.2 Number/Qualifications/Terms.** The number of members of the Board of Directors of the Federation (sometimes hereinafter referred to collectively as "directors" and individually as a "director") shall be fourteen (14), which number shall include the directorship held by the Immediate Past-President, who shall be a director as more fully described elsewhere in this Article V. The US/Canada FOCIS Centers of Excellence Committee chairperson, FOCIS International Committee chairperson, Membership Committee chairperson, Education Committee chairperson, Annual Meeting Organizing Committee chairperson shall serve on the Board of Directors provided he or she is elected to the Board of Directors as described in Section 6.3. Any active member of a Member Society who is a FOCIS members in good standing shall be eligible to serve as a director. Each director shall be entitled to one vote with respect to matters submitted to a vote of the Board of Directors. The term of each director shall be two (2) years, commencing at the annual meeting of Board of Directors which corresponds to the annual meeting of the Steering Committee at which such director is elected and expiring at the second consecutive annual meeting of the Board of Directors thereafter. Such terms shall be staggered so that the terms of one-half of the directors expire each year (at such time as these Bylaws become effective, the Board of Directors shall designate which directorships will expire in one year and which positions will expire in the next year, and solely for the directorship terms in effect as of the time that these Bylaws become effective, the terms of one such group of directors so designated (which group shall include the Immediate Past-President) will be two (2) years and the terms of the other half of directors so designated shall be three (3) years). The terms of each director other than the directorship held by the Immediate Past- President shall be renewable three times.
- 6.3 Manner of Election to the Board of Directors.** At least sixty (60) days prior to each annual meeting of the Steering Committee, the Nominating Committee shall nominate a slate consisting of one candidate for election to each of the director terms (other than the term of the directorship held by the Immediate Past-President) expiring as of the next annual meeting of the Board of Directors as described in Section 5.7, below, or as otherwise described in these Bylaws. The Nominating Committee shall undertake to nominate candidates who would be qualified by virtue of experience, reputation, expertise or other relevant factors. The Nominating Committee shall undertake to give deference, as appropriate, to the recommendations of the President in nominating persons as directors who would also be qualified to serve as Committee Chairs. The Steering Committee shall vote on approval of such slate of Board of Directors candidates by written ballot in advance of the annual meetings of the Steering Committee and the Board of Directors, with the results of such election to be announced at such annual meetings and such terms to commence as of such annual meeting of the Board of Directors.
- 6.4 Resignation/Removal.** Any director may resign from the Board of Directors at any time by giving written notice to the President of the Federation. Any director may be removed from the Board of Directors with or without cause by a two-thirds (2/3) vote of the Steering Committee.
- 6.5 Vacancies.** In case of any vacancy on the Board of Directors (other than the directorship held by the Immediate Past-President) for any reason (including, without limitation, the death, resignation or removal) before the expiration of the term of such position, the President shall, as soon as practicable after such vacancy occurs, nominate and vote on approval of a successor to hold office for the unexpired portion of the term of the vacant position on the Board of Directors.

- 6.6 Place of Meeting.** The Board of Directors may hold its meetings at such place or places within or without the State of Wisconsin as they may from time to time determine.
- 6.7 Annual Meeting.** The Annual Meeting of the Board of Directors for the transaction of such business as shall come before the Board of Directors and such meeting shall be held as nearly as practicable to the date and the time of the annual meeting of the Steering Committee at the same location as the annual meeting of the Steering Committee or at such other time and place as shall be designated in the notice of such meeting pursuant to Section 6.8, below.
- 6.8 Special Meetings.** Special Meetings of the Board of Directors may be scheduled and convened (either in person or by electronic means pursuant to Section 5.13, below) at any time at the request of the President or by written petition signed by not less than twenty percent (20%) of the directors and delivered to the President and Secretary. The Board of Directors shall undertake to meet at least once per year in addition to its annual meeting as described in Section 6.6, above.
- 6.9 Notice.** The President or the Secretary of the Federation shall give notice of each annual and special meeting by mailing or transmitting by facsimile or other electronic means the notice at least seven (7) days before any meeting of the Board of Directors to each director. Such meetings may be scheduled during any prior regularly scheduled meeting. Such notice may be waived by any director. Neither the business to be transacted nor the purpose of any annual or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting unless required by these Bylaws or applicable law. At any meeting attended by all of the Directors, any business may be transacted, notwithstanding the lack of due notice of such meeting.
- 6.10 Quorum.** At any meeting of the Board of Directors, a majority of the Directors then in office shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. The directors present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal during the meeting of that number of directors whose absence would cause less than a quorum.
- 6.11 Manner of Acting.** The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors except where otherwise provided by these Bylaws or by applicable law.
- 6.12 Action without a Meeting.** Any action required or permitted to be taken pursuant to authorization voted at a meeting of the Board of Directors may be taken without a meeting if, prior or subsequent to such action, two-thirds (2/3) of all directors consent thereto in writing. Such written consents may be executed in counterparts, and shall be filed with the minutes of the Board of Directors.
- 6.13 Meetings by Electronic Means of Communication.** To the extent provided in these Bylaws, the Board of Directors, or any committee of the Board of Directors, may, in addition to conducting meetings in which each director participates in person, and notwithstanding any place set forth in the notice of the meeting or these Bylaws, conduct any regular or special meeting by the use of any electronic means of communication, provided (a) all participating directors may simultaneously hear each other during the meeting, or (b) all communication during the meeting is immediately transmitted to each participating director, and each participating director is able to immediately send messages to all other participating directors. Before the commencement of any business at a meeting at which any directors do not participate in person, all participating Directors shall be informed that a meeting is taking place at which official business may be transacted.
- 6.14 Ex-Officio Members of the Board of Directors.** Ex-officio members of the Board of Directors and of committees that are not past- presidents are persons who are members by virtue of or because of the office they hold. Unless otherwise specified, ex-officio members of the Board of Directors and of committees have exactly the same rights and privileges, as do all other members, including the right to vote.

## ARTICLE VII — OFFICERS

- 7.1 Principal Officers.** The Officers of the Federation shall consist of the President, the Vice President/President-Elect, the Secretary, the Treasurer, the Immediate Past-President and such other officers as the Steering Committee may from time to time designate. No two offices may be held by the same person, except those of the Secretary and Treasurer.
- 7.2 Manner of Election.** At each annual meeting of the Steering Committee during which there is an expiration of the term of office, or any other vacancy, in the office(s) of Vice- President/President-Elect, Secretary or Treasurer, the Steering Committee shall elect, from among the directors then in office, individuals to fill such in accordance with the procedure set forth herein. Not less than sixty (60) days before the date of such annual meeting, the Nominating Committee shall nominate and propose to the Steering Committee a slate of candidates for election to any such offices. The Steering Committee shall vote on approval of officers in advance of the annual meeting of the Steering Committee. The Vice President/President-Elect whose term of office is expiring at such annual meeting shall automatically succeed to the office of President at such annual meeting. Election or appointment of an officer or agent shall not of itself create contract rights. The President whose term of office is expiring at such annual meeting shall automatically succeed to the office of Immediate Past-President.
- 7.3 Terms.** The term of office of the President, Vice President/President-Elect and Immediate Past- President shall be two (2) years and the term of office of the Secretary and Treasurer shall be three (3) years, commencing at the annual meeting of the Steering Committee at which such officer election is announced and expiring at the second consecutive annual meeting of the Steering Committee thereafter. The terms of the President and Vice President/President- Elect shall be nonrenewable. The terms of the Secretary and Treasurer shall be renewable for one term.
- 7.4 Powers/ Duties.**
- a) President.** The President shall be the principal executive officer of the Federation. Subject to the direction and control of the Board of Directors, the President shall be in charge of the business and affairs of the Federation; he or she shall see that the resolutions and directives of the Board of Directors are carried into effect in those instances in which that responsibility is assigned to some other person by the Board of Directors. In general, the President shall discharge all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time. The President shall preside at all meetings of the Board of Directors and the Steering Committee and be responsible for scheduling all meetings of the Board of Directors. The President may determine the order of business to be conducted at Board of Directors meetings.
  - b) Vice President/President-Elect.** The Vice President/President-Elect shall assume the duties of the President in the absence of the President or in the event of his or her death or inability or refusal to act, and when so acting, shall have all the powers of and be subject to all of the restrictions upon the President. The Vice President/President- Elect shall perform such other duties and have such other powers as the Board of Directors may from time to time prescribe. In addition, the Vice President/President-Elect shall, as the President-Elect of the Federation, carry out such duties in such capacity as the President or the Board of Directors may from time to time determine.
  - c) Immediate Past-President.** The Immediate Past-President shall serve as an officer of the Federation in an ex-officio capacity and shall perform such duties as may be assigned by the President from time to time. The Immediate Past-President shall also serve on the Board of Directors as more fully described in Article V, above.

- d) **Secretary.** The Secretary or its designee shall record the minutes of the meetings of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by the law; be custodian of the corporate records; and perform all duties incident to the office of Secretary.
- e) **Treasurer.** The Treasurer shall have supervision through the office of the Executive Director of all monies, securities and other valuable properties of the Federation and shall oversee accurate accounts of the receipts and disbursements of the Federation in books belonging to it. The Treasurer shall ensure that all monies and other valuable effects are deposited in the name and to the credit of the Federation in such accounts and in such depositories as may be designated by the Board of Directors. The Treasurer shall check monthly the disbursements of funds of the Federation in accordance with authority of the Board of Directors. The Treasurer shall be relieved of all responsibility for any securities or monies or the disbursement thereof committed by the Board of Directors to the custody of any other person or entity, or the supervision of which is delegated by the Board of Directors to any other officer, agent or employee, or for the performance of any other duties of the Treasurer delegated by the Board of Directors to any other officer, agent or employee, and he or she shall not be responsible for any actions of any other officer, agent or employee of the Federation.

**7.5 Resignation/Removal.** Any officer may resign at any time by delivering written notice of same to the Board of Directors. Any officer may be removed from office with or without cause, by a vote of two-thirds (2/3) of the Steering Committee Representatives.

**7.6 Vacancies.** In the event of the President's death, resignation or removal while in office, the Vice President/President-Elect shall succeed to the office of President for the remainder of such term and shall continue to serve as President for the immediately succeeding one-year term. In the event of the Vice President/President-Elect's, Secretary's or Treasurer's death, resignation or removal while in office, the Board of Directors shall fill such vacancy as soon as practicable for the unexpired portion of such term (the person filling such vacancy to be eligible for election thereafter to a full term and one renewal term as set forth in Section 6.3, above).

**7.7 Executive Director.** An Executive Director shall be selected, employed directly or by contract, and supervised by the Board of Directors. The Executive Director shall have general charge of the day-to-day operations and management of the Federation. The Executive Director may sign in the name of or on behalf of the Federation contracts or agreements authorized by the Board of Directors.

#### **ARTICLE VIII — COMMITTEES**

**8.1 Committees.** In order to carry out its oversight and fiduciary responsibilities, the Board of Directors shall establish and oversee the following Standing Committees:

- a) **Executive/Finance/Development Committee;**
- b) **Audit Committee;**
- c) **Nominating Committee**
- d) **Membership Committee**
- e) **Education Committee**
- f) **FOCIS Centers of Excellence Committee**
- g) **Annual Meeting Organizing Committee**

The President, with advice from the Board of Directors, may from time to time designate other committees, subcommittees, working groups and task forces. All standing committees and other committees, subcommittees, working groups and task forces (collectively referred to for purposes of this Article VII as "Committees") shall have the powers and duties as hereinafter set forth and/or other powers and duties delegated or assigned by the President, with advice from the Board of Directors, as the President deems necessary or advisable and all such Committees shall make regular reports to President and the Board of Directors. All Committee chairpersons shall be appointed by the President who may be members of the

Board of Directors, except that the President shall serve as Chairperson of the Executive/Finance/Development Committee and the Nominating Committee. Except for the Executive/Finance/Development Committee and the Nominating Committee and as otherwise provided in these Bylaws, the President, with advisement from the Board of Directors, may determine the number of members to serve on each Committee and, in his or her discretion, any eligibility requirements for same. Members of any such Committee shall be appointed by the President from among the members of the Steering Committee, the membership of Full Member Societies or Affiliate Societies, or the immunology community at large.

- 8.2 Executive/Finance/Development Committee.** The Executive/Finance/Development Committee shall consist of the President (who shall serve as Chairperson), Vice President/President-Elect, Secretary and Treasurer of the Federation. The Executive/Finance/Development Committee may meet from time to time between meetings of the Board of Directors at the discretion of the President and shall be authorized to conduct such business of the Corporation as may be necessary or appropriate, subject to the Board of Directors' general direction and the obligation to report to, and obtain ratification of, the full Board of Directors as appropriate. The Executive/Finance/Development Committee shall also be responsible to oversee the development and maintenance of industrial, philanthropic and NIH support for the Federation.
- 8.3 Audit Committee.** The Audit Committee shall be independent of the Board and shall provide oversight of the annual audit, internal controls and procedures, financial controls, selection of the auditor, relationship with the auditor, a Conflict of Interest Policy and a complaint process. The Audit Committee should include a financial expert who need not be a member of the Board of Directors. No member of the Audit Committee shall receive any compensation from the Federation.
- 8.4 Nominating Committee.** The Nominating Committee shall consist of the President (who shall serve as Chairperson) and Vice President/President-Elect of the Federation, plus three (3) Steering Committee Representatives appointed by the President. Each such Steering Committee Representative member of the Nominating Committee shall serve for a term of two (2) years, which term shall be nonrenewable; provided, however, that in the event such Steering Committee Representative ceases for any reason to serve as such during such term, such individual shall no longer be eligible to serve on the Nominating Committee. The Nominating Committee shall consider and nominate candidates for election to the Board of Directors and as principal officers of the Federation in accordance with the procedures set forth in these Bylaws. The Nominating Committee shall, in addition, have such other duties as are set forth in these Bylaws or as may be delegated to it from time to time by the President.
- 8.5 Membership Committee.** The Membership Committee shall provide oversight over the membership program described in Article III. The committee shall consist of a Chairperson appointed by the President and members in good standing.
- 8.6 Education Committee.** The Education Committee is charged with overseeing the creation of educational programs that maintain, develop and increase the knowledge, understanding, skills and professional performance of trainees and investigators in the broad field of clinical immunology, and that enable basic scientists to understand the pathogenesis of immunological disease and the principles of clinical research. The committee shall consist of a Chairperson appointed by the President and members in good standing.
- 8.7 FOCIS Centers of Excellence Committee.** The FOCIS Centers of Excellence Committee shall provide oversight of the FOCIS Centers of Excellence. The FOCIS Centers of Excellence Committee shall consist of a United States/Canada Chairperson, who shall oversee Centers of Excellence in the United States and Canada, an International Chairperson, who shall oversee Centers of Excellence outside the United States and Canada, and members from qualified Centers of Excellence. The President shall appoint individuals for the roles of United States/Canada chair and International Chair. The FOCIS Centers of Excellence Committee shall recommend individuals to the President for the roles of United States/Canada chair and International chair and shall have sole authority to appoint members of the FCE Committee.



- 8.8 Annual Meeting Organizing Committee.** The Annual Meeting Organizing Committee shall develop the scientific program of the Annual Meeting of the Federation of Clinical Immunology Societies. The committee shall consist of a Chairperson appointed by the President and members in good standing.
- 8.9 Committee Terms; Resignation/Removal.** The terms of appointment of each member and Chairperson of each Committee other than the Executive/Finance/Development Committee and the Annual Meeting Organizing Committee and the members of the Nominating Committee who are officers shall, except as otherwise expressly provided herein, be two (2) years, renewable up to three times at the discretion of the President. The Chairperson or any member of any Committee may resign therefrom by notifying the President in writing. Such resignation shall take effect at the time specified in the written notification. The President and the Board of Directors may remove any Chairperson or member of a Committee with or without cause. Any vacancy occurring on any Committee or in any Committee chairpersonship because of death, resignation, removal or otherwise, shall be filled by the President.
- 8.10 Change in Committee Structure.** The Board of Directors may, at any time, by resolution, create, combine, consolidate or terminate any Committee as it deems appropriate in its discretion.

#### **ARTICLE IX — AMENDMENTS**

These Bylaws may be amended, repealed, or altered, in whole or in part, by the vote of a majority of all Steering Committee Representatives.

#### **ARTICLE X — INDEMNIFICATION**

The Federation shall, to the fullest extent authorized or allowed by Chapter 181 of the Wisconsin Statutes, or otherwise, indemnify any Steering Committee member, director, officer, employee or agent of the Federation and their respective heirs and personal representatives, against any and all liability, judgments, fines and amounts paid in settlement actually and reasonably incurred by any of them in connection with any actual or threatened action, suit or proceeding, whether civil, criminal, administrative or investigative, or in connection with any appeal therein, or otherwise, and against all expenses (including attorneys' fees and other experts' fees and disbursements) actually and reasonably incurred by any of them in connection with the defense or settlement of any action or suit by or in the right of the Federation or in connection with any appeal or otherwise; and no provision of the Bylaws shall be construed as limiting, denying, prohibiting, or abrogating any of the general or specific powers or rights conferred under Chapter 181 of the Wisconsin Statutes upon the Federation to furnish, or upon any court to award, such indemnification, or indemnification as otherwise authorized pursuant to Chapter 181 of the Wisconsin Statutes or any other law now or hereafter in effect. Expenses so incurred by any persons in defending a civil or criminal action or proceeding shall likewise at their request be paid by the affiliate in advance of the final disposition of the action or proceeding to the full extent that advancement of expenses may be lawful under Chapter 181 of the Wisconsin Statutes. These indemnification rights shall not be deemed to exclude any other rights to which the Steering Committee member, director, officer, employee or agent may otherwise be entitled. The Federation may, but shall not be required to, supplement such indemnification against such liability and expenses by the purchase of insurance on behalf of any such persons, whether or not the Federation would be obligated to indemnify such person under this Article.

#### **ARTICLE XI — MISCELLANEOUS PROVISIONS**

##### **11.1 Contracts and Other Documents.**

###### **a) General.**

- i. The Board of Directors, except to the extent otherwise required by applicable law, the Articles of Incorporation, or these Bylaws, may authorize any officer or officers or the Executive Director of the Federation in addition to the President, to enter into any contract or execute and deliver any instrument, note, evidence of debt, loan or documents in the name of and on behalf of the Federation and such authority may be general or confined to specific instances. The Executive Director shall be authorized to enter into any such

contract, instrument, evidence of debt, note, loan or other document on behalf of the Federation consistent with policies set forth by the Board of Directors.

- ii. Unless authorized by a specific resolution of the Board of Directors, no contract, loan, mortgage or other agreement, instrument or document shall be executed by any officer of the Federation on behalf of the Federation without the express approval of the Board of Directors adopted in accordance with these Bylaws.

**b) Checks, Drafts, Etc.** All checks, and drafts, or other orders for the payment of money issued in the name of the Federation shall be authorized by the Executive Director and the Treasurer of the Federation in accordance with financial policy set forth by resolution of the Board of Directors.

**c) Deposits.** All funds of the Federation shall be deposited to the credit of the Federation in such banks, trust companies or other depositories or shall be otherwise entrusted as the Treasurer may from time to time recommend, subject to the approval of the Board of Directors.

**11.2 Force and Effect.** These Bylaws are subject to the provisions of Chapter 181 of the Wisconsin Statutes and any amendments, replacements or supplements thereto and the Articles of Incorporation as they may be amended from time to time. If any provision in these Bylaws is inconsistent with a provision in said Chapter 181 or the Articles of Incorporation, the provisions of said Chapter 181 shall control over these Bylaws and the Articles of Incorporation shall control over these Bylaws to the extent of any inconsistency.

**11.3 Compensation.** No Steering Committee member, Board of Directors member, officer, committee member or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Federation; provided that this provision shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Federation in effecting any of its purposes. No such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the Federation. However, no Steering Committee member or director, officer or committee member shall receive compensation from the Federation for serving in such capacity; provided, however, the Federation may reimburse expenses of such persons in attending meetings and conducting other activities on behalf of the Federation. Upon such dissolution or winding up of the affairs of the Federation, whether voluntary or involuntary, the assets of the Federation, remaining in the hands of the Board of Directors after all debts have been satisfied shall be distributed, transferred, conveyed, delivered, and paid over exclusively to charitable and/or educational organizations which would than qualify under the provisions of Section 501(c)(3) of the Code and regulations thereunder as they now exist or as they may hereafter be amended.

**11.4 Liquidation.** Upon dissolution of the Federation for any reason, the Board of Directors shall, after paying or making provisions for the payment of the Federation's liabilities, if any, distribute the Federation's net assets, to such corporation(s), association(s), fund(s), and/or foundation(s) engaged in activities substantially similar to those of the Federation as are designated by the Board of Directors and in such proportions as are determined thereby, subject to any order of court as provided by law, for charitable, educational or scientific purposes within the meaning of Section 501(c)(3) of the Code. However, the distribution of any assets of the Federation in liquidation shall be made in accordance with Chapter 181 of the Wisconsin Statutes, including, without limitation, section 181.1405 and any such successor provision.

**11.5 Corporate Seal.** The Federation shall have no seal.

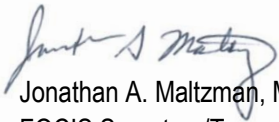
**11.6 Trademarks.** No member may use the Federation's name or trademarks for personal, commercial purposes or funding purposes without prior approval of the Board of Directors or its designee.

**11.7 Books and Records.** The financial and operational books and records of the Federation shall be maintained at the principal office and open for inspection at that location by the Board of Directors and Steering Committee upon appropriate advance request during business hours. The books and records shall also be open for inspection and audit by appropriate governmental agencies. The records of the

Federation maintained for this purpose shall include summaries of the proceedings of all regular and special meetings of the Board of Directors and Steering Committee.

- 11.8 Audits.** The financial records of the Federation shall be audited annually by an independent certified public accountant selected by the Audit Committee.
- 11.9 Fiscal Year.** The fiscal year of the Federation shall commence on January 1 of each calendar year and end on December 31 of each year.
- 11.10 Definition of "Code."** All references in these Bylaws to sections of the "Code" shall be considered references to the Internal Revenue Code of 1986, as from time to time amended, and to the corresponding provisions subsequently enacted.
- 11.11 Headings.** The headings in these Bylaws are intended for convenience only and should not affect the meaning or interpretation hereof.

Respectfully submitted by,



Jonathan A. Maltzman, MD, PhD, FAST  
FOCIS Secretary/Treasurer