



Federation of European Toxicologists and European Societies of Toxicology

EUROTOX Immunotoxicology and chemical allergy Specialty Section (ITCASS) Operational Guidelines

ARTICLE I

The name of the EUROTOX Specialty Section is “*Immunotoxicology and chemical allergy Specialty Section*” hereinafter designated as *ITCASS*.

ARTICLE II

The objectives of *ITCASS* are:

1. Serve as a focal point for members of EUROTOX interested in immunotoxicology, chemical allergy, drug allergy and food allergy through educational activities that emphasize fundamental development and application in immunotoxicology, chemical allergy, drug allergy and food allergy, planning and execution of scientific programmes, and in particular, workshops and symposia held during the EUROTOX annual congress.
2. In addition, the section seeks to promote immunotoxicology as a discipline by increasing our understanding of the impact of xenobiotics on the immune system, increasing our understanding of the mechanisms of immunomodulation, encourage the development of new innovative methods and techniques to improve human risk assessment.

ARTICLE III

1. All members of EUROTOX, either individual members or members of EUROTOX national member societies, may become member of *ITCASS*.
2. The application form is available on the EUROTOX website or can be requested from the Secretary of *ITCASS*.

ARTICLE IV

1. *ITCASS* Officers should include the Chair, the Secretary, the Chair-elected and two (2) Councilors.
2. The term of each Officer is three (3) years. Only the Secretary and Councilors can be elected for a second sequential term.
3. All Officers are chosen among *ITCASS* members and are elected by *ITCASS* members by e-mail voting.

ARTICLE V

1. Elections are organized by an Election Committee composed of all Officers except the candidate(s) and chaired by the past Chair.
2. Election of Officers must follow the EUROTOX Operational Guidelines, which includes
 - a) be an individual member of EUROTOX or a member of one of the national or affiliated societies of EUROTOX;
 - b) have been a member of the specialty section for at least two (2) years;

- c) have been an active participant in the last two (2) annual face-to-face meetings of the section.
3. The Chair and the Secretary and both Councilors shall not be elected the same year.
4. The Chair and Chair-elect are elected the same year.
5. A call for nomination among *ITCASS* members will be made by e-mail two (2) months before election and the name of the candidates together with short CVs will be communicated to all *ITCASS* members by e-mail one (1) month before the election ballot by the Secretary.
6. The Election Committee will select a list from these proposals with up to two (2) candidates (whenever possible) for each position.
7. Candidates should be balanced, as far as is practically possible, regarding geography, and affiliation (academia, regulatory bodies, industry).
8. Votes will be submitted to the Secretary for scrutiny. Winners will be announced during the annual face-to-face meeting.

ARTICLE VI

1. *ITCASS* is governed by the elected Officers. Officers and *ITCASS* members meet annually during the EUROTOX annual congress.
2. Date and location of the face-to-face *ITCASS* meeting will be communicated to members by the Specialty Section Secretary, and it will also appear in the congress program.

ARTICLE VII

1. The Chair acts as a representative of *ITCASS* in governing bodies of EUROTOX whenever needed.
2. The Chair will serve as a member of the SPC for the Annual congresses (an Officer may deputize).
3. The Chair will be responsible for the presentation of the annual report of the activities of *ITCASS*.
4. This annual report will be sent to the Secretary-General two (2) months before the Annual Congress to allow discussion at the Business Council meeting.

ARTICLE VIII

1. The Secretary is responsible for the correspondence with *ITCASS* members and EUROTOX bodies and for the preparation of election.
2. The Secretary will provide the list of Officers and *ITCASS* members to EUROTOX Secretary annually (the Secretary may act as a deputy for the Chair if needed).

ARTICLE IX

1. Councilors will participate in the preparation of proposals for the scientific program for the EUROTOX annual congresses and in the promotion of educational activities.
2. Councilors will be part of the Election Committee and will help the Secretary in all activities. They may also act as the deputy Chair if needed.

ARTICLE X

1. The list of Officers and *ITCASS* members will be provided to EUROTOX Secretary annually.
2. Annual activities of Specialty Section will be reported by the Chair to the EUROTOX Executive Committee before the EUROTOX Business Council.