AMERICAN SOCIETY FOR APHERESIS

POLICY HANDBOOK

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SECTION 1: POLICIES

1.1 Policy Creation And Template

PURPOSE:

To guide the ASFA Board of Directors in the creation, template and review of ASFA policies.

GUIDELINES:

Policy Creation

1. ASFA Board of Directors, Committee Chairs, Committee members and/or members of the Society can propose a new policy
2. New policies will be drafted by the appropriate individual, per the proposal group, with participation by the ASFA Head Office
3. New policy drafts must be submitted to the ASFA Board of Directors for review at least 15 days prior to a scheduled ASFA Board of Directors meeting, as distributed by the ASFA Head Office
4. Upon approval by the ASFA Board of Directors, the ASFA policy will be immediately added to the ASFA Policy Listing

Policy Template

1. All ASFA policies will use the template exemplified by this policy
2. All policies must include purpose, guidelines and review status

Policy Review

1. All policies will be reviewed and approved by a quorum of the ASFA Board of Directors annually at the ASFA Board of Directors Summer Board Meeting, unless otherwise specified

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

SECTION 2: ACCOUNTING

2.1 PAYMENT APPROVAL

PURPOSE:

This Payment approval policy document is an internal ASFA document to be used by ASFA staff members and Board of Directors, as a reference source.

GUIDELINES:

The following guidelines apply to all requests for payment approvals:

1. The ASFA Executive Director will specify accounts for payment.
2. The ASFA Executive Director will sign off on all Society expenses.
3. For amounts over $2000 or staff expenses, the ASFA Accountant will complete a payment approval form for signature by the ASFA Treasurer.
4. The Treasurer will complete the approval process by signing the form and will forward it back by fax, mail or electronically to ASFA Head Office.
5. After receiving the signed forms, ASFA Head Office will complete payments.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

SECTION 3: ANNUAL MEETING

3.1 ANNUAL BUSINESS MEETING

PURPOSE:

This policy outlines the process to maintain annual records of the business and activities of the Association through the Annual Business Meeting at the ASFA Annual Meeting.

GUIDELINES:

The Annual Business Meeting will include the following agenda items:

- Welcome remarks
- Approval of minutes from previous Annual Business Meeting
- Presidents' report
- Treasurer's financial report and auditor approval
- Awards Presentations
- Committee reports
- Journal of Clinical Apheresis report
- Slate of Officers and Directors
- New business
- Closing remarks

Annual Reports are to be submitted by:

- Committee Chairs and others at the direction of the President (per templates distributed by the ASFA Head Office 45 days prior to the Annual Business Meeting). Committee Chairs will have the option of presenting either orally or written.
- The President is responsible for preparing the Presidents' report – a summary of the Society's activities in the previous year.
- The Treasurer is responsible for preparing the Treasurer's Financial Report and Auditor Approval with assistance from the ASFA Head Office. This report will include the previous year's final financials, current budget and current financial status.
- The Editor of the Journal of Clinical Apheresis is responsible for preparing a report on the previous year, including impact factor, subscription and summary of activity.
- The Nominations Committee is responsible for submitting the Slate of Directors for approval by the membership at the Annual Business Meeting and the Officers for presentation to the membership at the Annual Business Meeting.

All reports are to be sent electronically via e-mail to the ASFA Head Office 30 days prior to the Annual Business Meeting. Reports should be 250 words or fewer. Reports will be compiled by the Head Office and made available to all ASFA members on the ASFA website and at the Annual Business Meeting.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

3.2 ANNUAL MEETING LOCATION

PURPOSE:

To guide the ASFA Board of Directors in the selection of annual meeting locations.

GUIDELINES:

1. The ASFA Board of Directors determines a maximum of 3 possible city locations three years, or more, preceding the conference. The Management Office staff will then investigate the proposed conference location and present a feasibility and comparison report to the Board of Directors. The ASFA Board of Directors must give final approval for the location of the conference.
2. As a general rule, the conference will be in the Spring and rotate across the United States.
3. The Management Office will investigate venues in the proposed conference locations and present a feasibility report and proposed contract to the Board. The Board of Directors must give final approval for the venue of the conference.
4. The Board of Directors will choose a conference venue based on the following criteria:
   - Venue must provide accommodation for no fewer than 500 people
   - Venue must be near a major airport and/or conducive to ease of travel
   - Venue must provide affordable food and beverage costs
   - Venue must provide affordable room nights for delegates
   - Venue must offer minimal meeting room rental fees
   - Location and time of competing meetings
   - Other dates of interest (e.g. religious holidays, etc.)
5. Upon final approval from the ASFA Board of Directors, Management Office staff will conduct a site visit to the conference location to confirm details associated with the venue location and contract.
6. If the Board of Directors wishes to change the already approved location of an upcoming conference, the Board members must consider financial implications of the change, legal implications of the change (e.g. location contract) and make a vote that includes the ASFA Treasurer and quorum requirements.
7. If ASFA is conducting a Joint Congress with a partner, a memorandum of understanding (MOU) is required. The location and other decisions will be conducted per the MOU.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

3.3 INVITED SPEAKER

PURPOSE:

This Invited Speaker Policy document is an internal ASFA document to be used by ASFA Annual Meeting organizers, including Organizing Committee Members, Allied Health Committee Members, and Session Chairs as a reference source to answer any questions that may arise during the speaker management process. The information package that will be sent out to speakers is separate from this policy.

GUIDELINES:

I. Speaker Management Process

1. Every effort should be made by meeting organizers to be financially sensitive when inviting speakers – and to invite speakers who are currently members of ASFA.
2. Every effort should be made by meeting organizers to ensure that each individual speaks at only one session per conference, Chairs at only one session per conference, and/or facilitates only one session per conference.
3. The meeting organizer will informally invite a speaker and provide him/her with the following information:
   - Title of session
   - Date and time of session
   - Topic of lecture
   - Length of lecture and question/answer period
   - Items that the speaker will be required to submit (see below)
   - Speaker reimbursement information (see below)
4. If the invited speaker accepts, the meeting organizer will provide the ASFA Head Office with his/her name and contact information
5. The ASFA Head Office will then send a formal confirmation letter to the speaker recapping the information that the meeting organizer has already informally provided as indicated in (ii) above.
6. The ASFA Head Office will provide confirmed speakers with a speaker package with forms and information that the speaker will be required to submit (see below), as well as further details about the conference (e.g. speaker services center, method of presentation submission, audio-visual information, JCA instructions to authors for manuscript submission etc.)
7. The ASFA Head Office will send reminders to speakers via email.
8. Information provided by the speakers will be used in the printed Final Program.
9. Information provided by the speakers (e.g. bios etc.) will be provided in a package to session chairs via email and in their registration envelopes onsite.

II. Speaker Requirements

1. In compliance with CME regulations, speakers will be required to submit:
   - Complete CV
   - Biographical data form (this information will also be used in the Final Program and provided to Session Chairs)

- Disclosure of financial relationships form (this information will also appear on a slide at the beginning of speakers' presentations)
- Statement of educational objectives (this information will also appear on a slide at the beginning of speakers' presentations)
- Release for audio-taping and duplication of presentation

Speakers who are currently employed by vendor companies cannot receive CME accreditation for their session – therefore the meeting organizer must ensure that vendors are invited to speak only when absolutely necessary. Furthermore, vendor speakers must be approved by the ASFA President-Elect.

1. Speakers must submit an abstract/summary of their presentation as well as their complete presentation to the ASFA Head Office. All abstracts/summaries will be published in the printed Final Program. Presentations will also be made available on the ASFA website post-conference.

III. Speaker Honorarium from the Journal of Clinical Apheresis

1. All speakers are eligible to receive an honorarium of $250 provided that:
   - A manuscript suitable for publication (as judged by the Editor in Chief) in the Journal of Clinical Apheresis is submitted within 90 days of the conference conclusion, and is accepted for publication in the Journal.
   - The deadlines listed above have all been met.

Please note that this honorarium is distributed directly by the Journal of Clinical Apheresis (JCA) via Wiley Blackwell, not by ASFA Head Office.

Speaker Reimbursement

TYPE OF SPEAKER	ACCOMMODATION	TRAVEL	REGISTRATION	INCIDENTALS
Chairs/Facilitators	--	--	--	--
Speaker Member	1 night for North American speakers Up to 3 nights for non-North American speakers	--	--	--
Speaker Non-member	1 night for North American speakers Up to 3 nights for non-North American speakers	Economy flight and ground transport	Waived	$100/day for meals/parking/incidentals up to a max. of $200/speaker

Exceptions can be made to the above speaker reimbursement rates by the Chair of the Organizing Committee in consultation with the ASFA Treasurer.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

3.4 ANNUAL MEETING SPONSORSHIP

PURPOSE:

To outline the ASFA Annual Meeting sponsorship opportunities.

GUIDELINES:

The ASFA Annual Meeting sponsorship opportunities are outlined as follows:

- Conference Support – including Keynote Platinum, Gold, Silver, Bronze, Contributor
- Focus Group Support
- Symposia – including Breakfast, Lunch and Dinner
- Marketing – including delegate bag advertising, corporate program advertising, delegate bag, notepaper and pens, and lanyards
- Exhibiting – including for-profit and non-profit booth options

The benefits of each type of sponsorship are outlined in the corporate opportunities prospectus. The corporate opportunities prospectus is approved by the ASFA Board of Directors in advance to distribution to potential sponsors.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

SECTION 4: AWARDS

4.1 AWARDS AND RECOGNITIONS

PURPOSE:

To provide guidelines for the distribution of ASFA Awards and Recognitions including the Francis S. Morrison Memorial Award and the Abstract Awards

GUIDELINES – AWARDS:

Awards Committee

Per the ASFA Bylaws, the Awards Committee will be responsible for providing recommendations to the Board of Directors regarding the Society's bestowing awards (monetary or non-monetary) for service, achievement, professional accomplishments, or any other purpose so designated by the Board. In particular, the Awards Committee will be responsible for distributing the SHS, Lecturer and Presidential Awards.

The Awards Committee will be responsible for carefully reviewing the individual award criteria, outlined below, to assess whether candidates meet all the requirements and to ensure the candidate is being nominated for the appropriate award. The Awards Committee bases its review of nominations for ASFA awards solely on the documentation submitted for each candidate.

The ASFA Awards Committee will be 50% Allied Health and 50% Physician membership and should consist of representation from both the general membership and the Board of Directors.

Awards Process

A call for award nominations will be sent out to ASFA members via the ASFA website and other communications at least twice during the 3-4 months preceding the application deadline. The annual deadline for receipt of nominations is 2 months previous to the Annual Meeting.

ASFA Board of Directors are excluded from being ASFA Award nominees for the period of their election or appointment to completion of their term of office.

Individuals are eligible to receive specific Society awards only once.

Members of the ASFA Board of Directors may nominate others for awards but will abstain from the discussion of that nominee. If a committee vote is required to select an award recipient, the committee member who has nominated a candidate will abstain from voting.

The proposed list of nominees is to be provided to the ASFA Board of Directors for approval at least 30 days in advance of the Annual Meeting.

Recipients of the individual awards are notified by the ASFA Head Office via an official letter from the Society. Society awards are presented at the ASFA Annual Meeting via presentation of a commemorative trophy of quality and design representative of the honor being awarded (e.g. engraved).

SHS Award

The Society for Hemapheresis Specialists was the first national organization in the United States which provided a forum for the professional development of technical specialists in the field of apheresis. In the ensuing decades since the founding of SHS, its members contributed to the maturation of apheresis as a medical specialty and to the growth of the American Society for Apheresis in to the principal platform for organized apheresis activities in North America. This award commemorates the pioneering efforts of SHS which have culminated in the high standards and sophistication which characterize the field of American apheresis. Its recipient is a hemapheresis

specialist who has demonstrated sincere commitment to apheresis and who has emerged as a leader and role model in the field. The award will be presented at the Business Lunch at the Annual Meeting.

Eligibility for receipt of the SHS Award:

- Active as an Allied Health Apheresis Specialist for at least 5 years at the time of the award
- Visible participation in the activities within the American Society for Apheresis
- Demonstrates sincere commitment to the practice of apheresis and has emerged as a leader and role model for allied health members, in the field of apheresis
- Contributed to the advancement and progress of the field of apheresis either through participation in the Society, and/or in research and development in apheresis practices and principles
- The nature of the nominee's accomplishments as an apheresis specialist which distinguish the nominee as a candidate for the award
- Current member in good standing

Lecturer Award

The Lecturer Award of the American Society for Apheresis is bestowed upon a member of the Society who has consistently contributed to the Society as a speaker, teacher, or mentor. The nominee may have participated as an invited speaker in symposia or workshops as part of the allied health or scientific program. An appropriate nominee for this award will have repeatedly accepted invitations to appear on the program of the Annual Meeting or will have otherwise taken opportunities, on an ongoing basis, to fulfill the criteria of the Award as mentioned above. Eligible candidates must have been a member of the Society for at least 5 years at the time of their nomination. Final determination of the Award is made by the Board of Directors. The prospective awardees must agree to be present at the Annual Meeting to receive the Award. Presentation of an award will take place at the Annual Business Luncheon. In exceptional cases the Society may choose to waive the Annual Meeting registration fee for the awardees.

Eligibility for receipt of the Lecturer Award:

- Active in the Society for at least 5 years
- Visible participation as a speaker, teacher, or mentor, in the field of apheresis
- Participation as an invited speaker in symposia or workshops as part of the Allied Health or Scientific Program at the Annual Meeting, and/or regional ASFA sponsored workshops on numerous occasions
- The nature of the nominee's accomplishments as a lecturer, speaker, or mentor that distinguish the nominee as a candidate for the award
- Current member in good standing

Presidential Award

The Presidential Award of the American Society for Apheresis is bestowed upon a member of the Society who has consistently made major contributions to, and performed outstanding service for the Society over a number of years. Eligible candidates must have been a member of the Society for at least 3 years at the time of their nomination and cannot be a member of the Board of Directors of the Society at the time of their award. Final determination of the award is made by the Board of Directors. The prospective awardees must agree to be present at the Annual Meeting to receive the Award. Presentation of an award will take place at the Annual Business Luncheon. In exceptional cases the Society may choose to waive the Annual Meeting registration fee for the awardees.

Eligibility for receipt of the Presidential Award:

- Active in the Society for at least 5 years at the time of the award
- Highly visible participation in the activities of the American Society for Apheresis, having made major

contributions to and performed outstanding service to the Society over a number of years
- Demonstrates sincere commitment to the practice of apheresis and has emerged as a leader and role model for allied health members and physicians, in the field of apheresis
- The nature of the nominee's accomplishments that distinguishes the nominee as a candidate for the award
- Current member in good standing

GUIDELINES – RECOGNITION:

Recognitions will be provided annually for the following individuals at the ASFA Annual Meeting:

1. President-Elect and Chair of the Organizing Committee: presentation of a framed Annual Meeting program signed by the Organizing Committee and presented by the Outgoing President
2. President (Outgoing): presentation of an engraved gavel by the Immediate Past President
3. Outgoing Committee Chairs: presentation of acknowledgement certificates of recognition by the Incoming President

The above recognitions will be organized by the ASFA Head Office in consultation with applicable Directors.

Francis L. Morrison Lecture Award

The Francis L. Morrison Lecture is an annual keynote lecture at the American Society for Apheresis Annual Meeting. The lecture has been created to keep alive and honor the memory of Francis L. Morrison, MD, a true pioneer in apheresis medicine and a leading apheresis professional. The lecture and award was created by Dr. Robert Weinstein during the 21st Annual Meeting in Las Vegas, NV, in 2000, and the first lecture was held at the ASFA Meeting in 2002.

The Francis L. Morrison Lecture Award is bestowed upon a member of the Society who has made major contributions to the field of apheresis medicine and an apheresis professional who has made a lasting difference in the field, preferably at the national level. The awardee will be noted to be a person capable of delivering an inspiring lecture at the ASFA Annual Meeting. The awardee must agree to present the Francis L. Morrison Lecture at the Annual Meeting to receive the Award; presentation of the Award will take place after the lecture. Potential awardees will be nominated and selected by the ASFA Past Presidents' Advisory Council by anonymous vote.

Eligibility for receipt of the Francis L. Morrison Lecture Award:

- Active in ASFA (or related society, such as AABB, ASH, ASN, or AAN, etc) for at least 10 years at the time of the award.
- Highly visible participation in one of the above societies and a major contributor to, and leader in, the field of apheresis, preferably at the national level.
- An apheresis professional that has made a lasting difference in apheresis medicine.
- A successful nominee will be acknowledged for his/her ability to deliver an inspiring and thought-provoking lecture at the ASFA Annual Meeting.
- The nature of the nominee's accomplishments as a lecturer, teacher, innovator, and/or leader distinguishes the nominee as a candidate for the award.
- Current or past member of ASFA in good standing

REVIEW STATUS:

This policy will be reviewed on a biennial basis.

Next Review: November 2016

SECTION 5: BOARD OF DIRECTORS

5.1 BOARD OF DIRECTORS LIAISONS

PURPOSE:

To outline the role of an ASFA Member who acts as a liaison between the Society and an external organization.

GUIDELINES:

ASFA Liaisons are selected by the incoming ASFA President for the year of his/her Presidency. The final liaison list must be approved by the ASFA Board of Directors.

ASFA Liaisons are responsible for the following:

- Sit on an external committee as an active committee member/participant
- Provide a continuous two-way communication link between the ongoing work of the external committee and the ASFA Board of Directors
- Provide reports to the ASFA Board of Directors for all in-person meetings, per template provided by the ASFA Head Office
- Discuss corresponding memberships and other potential collaborations with the external organization
- Provide an annual budget to the ASFA Head Office for the liaison position

ASFA Liaisons will be reviewed and approved by the ASFA Board of Directors annually and will be involved in the external organization for a term of 3 years, for a maximum of 2 terms, unless otherwise confirmed by the Board of Directors.

ASFA Liaisons should stipulate to external organizations that these groups should cover all costs associated with the position. If external financial coverage is impossible, ASFA Liaisons are responsible for submitting an annual budget. Upon approval of the annual budget, ASFA will provide financial coverage for expenses per the following:

- Economy airfare booked at least 3 weeks in advance of travel
- Economical ground transportation
- Hotel coverage for the nights required for the applicable meeting at the meeting location

Expenses other than the above listed must be approved by the ASFA President and Treasurer.

Please refer to WAA Policy for information on the WAA Liaison.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

5.2 BOARD OF DIRECTORS TRAVEL

PURPOSE:

To provide guidelines for Board members to travel to the ASFA Annual Meeting and In-Person Board of Directors Meetings.

GUIDELINES:

Board members are responsible for the following:

- Make own travel arrangements, unless otherwise specified by the ASFA Head Office
- Complete and submit an ASFA travel reimbursement expense form with original receipts within 4 weeks following the scheduled meeting, as provided by the ASFA Head Office

ASFA will cover the following expenses:

- Economy flights booked at least 3 weeks in advance of the meeting, via the most economical route possible – note this is not applicable to the ASFA Annual Meeting
- Ground transportation as necessary, via the most reasonable method – note this is not applicable to the ASFA Annual Meeting
- Hotel arrangements as necessary for the meeting and predetermined by the Executive Committee of the ASFA Board of Directors
- Food and beverage will be reimbursed per actual receipts to a maximum of $50 per day

Other expenses not outlined above must be approved by the ASFA President and Treasurer.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

SECTION 6: COMMITTEES

6.1 COMMITTEES

PURPOSE:

To guide the ASFA Committees in establishing their membership and conducting activities.

GUIDELINES:

ASFA Standing Committees are outlined in the ASFA Bylaws. Special Committees and/or Ad Hoc Committees are in addition to those listed.

Committee Membership

1. Only persons who are active members of the Society are eligible for membership on committees.
2. Each Committee will be composed of at least three (3) members in good standing.
3. Members of Committees shall be appointed by the Committee Chair annually.
4. One member of each committee shall be appointed chairman of the committee by the President. As deemed necessary, a co-chairman will also be appointed by the President.
5. The President of the Society shall submit names, for Board approval, for chairpersons and co-chairpersons of each Committee. The President will compile these names through discussion with appropriate parties.
6. The committee chairperson shall submit names of the members comprising the committee to the President and the ASFA Head Office.
7. The committee chairperson, with approval by the co-chair, shall have the right to remove any member from the committee in the best interest of the Society.

Committee Member Responsibilities

1. All Committee members must attend scheduled meetings. Absences must be accompanied by an advance notice to the Committee Chair. Attendance at more than 50% of meetings is expected.
2. Committee members must actively participate in Committee meetings and activities.

Committee Chair Responsibilities

1. Committee Chairs shall generally serve for a term of one (1) year, with the option to renew for 3 continuous terms, for a total of 3 years. Exceptions can be made by the President. There should be a co-chair for the last year of the term.
2. Generally, Committee Chairs will not be members of the ASFA Board of Directors, unless otherwise specified by the ASFA President.
3. Committee Chairs will call teleconference meetings per necessity and carry out other business via email and/or discussion boards. If regular meetings are required, Committee Chairs will schedule a standing bi-monthly teleconference meeting in advance and conduct other business via email and/or discussion boards. Monthly teleconference meetings will be allowed with the approval of the President.
4. Committee Chairs are responsible for drafting and distributing an agenda prior to the teleconference for all Committee meetings.

5. Committee Chairs must actively participate in all Committee meetings and activities.
6. Committee Chairs shall attend ASFA Annual Meetings and submit reports to 2 Board of Directors meetings per year. If this is impossible, the Committee Chair will make alternate arrangements with the ASFA President.
7. Committee Chairs are responsible for determining the number of ASFA Committees on which members participate, in order to evaluate potential Committee commitment prior to appointment – to a maximum of 3 Committees.
8. Committee Chairs must sign the ASFA Conflict of Interest form and submit a CV annually.

Subcommittees

1. If Committee Chairs wish to create a Subcommittee, as required for work to be conducted by the Committee, a proposal must be submitted to the Board of Directors. This proposal must include an outline of the proposed charges, goals and timelines for the new Subcommittee.
2. Upon completion of the charged work, the Chair is responsible for dissolving the Subcommittee.

Manner of Acting

1. Unless otherwise provided in the resolution of the Board of Directors establishing a committee, a 51% majority of the whole committee shall constitute a quorum and the act of a majority of the members present and voting at a duly called meeting at which a quorum is present shall be the act of the committee.
2. Each committee member shall have one vote.
3. Online and/or email voting is allowed, provided that a quorum of members provide a vote. All email voting must occur via direct response to Head Office staff so as to confirm confidentiality.

Other Committees

1. Special Committees are composed of any number of members as determined by need. These committees are appointed by the President with approval of the Board. The terms of members, unless specified otherwise, expire with the President's term.
2. The President of the Society may from time to time establish additional Ad Hoc Committees as he / she deems advisable. The composition, size, purposes, and powers of any such committee shall be as determined by the President but shall not exceed the duration of the President's term. The incoming President has the option to either eliminate or reappoint these committees as deemed necessary.

Reporting

1. All Committee Chairs will provide a biannual written report to the ASFA Board of Directors, per the template provided by the ASFA Head Office. This report will include goals, deliverables, timelines, accomplishments and budgets for the Committee and Subcommittees. Reports will be provided for the Annual Business Luncheon Annual General Meeting at the ASFA Annual Meeting.
2. All Committee Chairs will meet with the ASFA President via a teleconference scheduled by ASFA Head Office on a quarterly basis.

Committee Member Removal

If the Committee Chair and Co-Chair, as appropriate, deem that Committee Member removal is necessary, the Committee Chair shall do so per the following directions:

1. Contact the ASFA President and provide an outline for background and reasoning. The President shall acknowledge receipt of this information prior to the Committee Chair proceeding with the next steps in this process.
2. Contact the ASFA Committee Member of issue, in writing, to explain the background, reasoning and date of removal from the Committee. The decision of the Committee Chair is final and has no recourse.

Annual Committee Timeline

The following activities are annually required by all ASFA Committees:

1. **Immediately after the ASFA Annual Meeting:** Committee Chairs to input potential Committee members list to the ASFA President-Elect for review
2. **Biannually:** Committee Chairs to present a progress report to the ASFA Board of Directors

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

SECTION 7: CORPORATE RELATIONSHIPS

7.1 BRANDING, CO-BRANDING AND REPRESENTATION

PURPOSE:

To define the rules of use for the association logo and corporate identity via branding, co-branding and/or representation of ASFA at external events.

GUIDELINES:

The Association has exclusive rights to the title, logo and representation. Only the Association can use the title "American Society for Apheresis".

The Association may license corporations, partnerships or individuals to use the title and/or logo in circumstances when the association's membership could benefit significantly but which ASFA could not achieve independently and/or when the product or program is relevant to ASFA's philosophy, strategic plan, goals and objectives. This will occur in strict compliance with the following requirements:

- the title and logo are used in their exact form as registered under the corporation laws of the State of Illinois. No adjustments are permitted.
- the title/ logo must not be placed so that it is touching or bordering on any other trade name or trademark
- the title/ logo should be strategically placed for easy recognition

The Association may license individuals to represent the Society at external events relevant to ASFA's philosophy, strategic plan, goals and objectives. This will occur in strict compliance with the following requirements:

- preapproval of the representation by the ASFA President, unless the representative is the ASFA President, upon which case the Executive Committee
- provision of information to the ASFA President including, but not limited to, the following: details regarding role of individual (e.g. Board member or other), confirmation of compensation received or offered, copy of the presentation using the ASFA brand name, list of ASFA data used, and a list of any potential conflicts of interest

Requests for use of title/logo must be sent to the ASFA Head Office via an official request and approved by the ASFA Board of Directors.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

7.2 ENDORSEMENT

PURPOSE:

The purpose of this policy is to guide the association in dealing with requests from outside agencies, groups or individuals for endorsement of educational programs and materials or research studies related to the field of apheresis medicine.

GUIDELINES:

The following are examples of programs and materials eligible for ASFA endorsement:

- educational seminars, workshops, conferences
- independent study packages
- educational videotapes or audio tapes
- educational electronic media (CD-ROM, newsletters, information exchange)
- textbooks
- patient or public education materials
- clinical assessment tools
- research studies

ASFA will endorse programs and materials via the following guidelines:

1. ASFA endorses programs and materials that will advance knowledge in the field of apheresis medicine. ASFA does not endorse any therapeutic products such as drugs, foods or wound care materials.
2. An ASFA endorsement means that the endorsed item is consistent with ASFA's mission, vision and standards.
3. Endorsed programs and materials must offer a description of all approaches which may be of benefit to the intended audience.
4. ASFA shall provide endorsement in the form of a written statement supporting the intent of the endorsed item. The following is an example of such a statement: "This program meets American Society for Apheresis guidelines and is expected to support allied health professionals, physicians and scientists in their understanding of (fill in topic area) _____".
5. A disclaimer must appear on all written material, protecting the organization from legal liability in the misinterpretation of content included within the written materials. The following statement, or comparable statement, shall appear on all materials for which ASFA is providing endorsement:

   > "ASFA has made every effort to ensure that information included within this program is accurate at the time of endorsement. The information included cannot substitute for the advice or direction of a health care professional, and the association makes no guarantees, nor can it assume any legal liability for the accuracy, completeness, or usefulness of such information or for any damage incurred directly or indirectly from the information. Reference to any specific product does not imply its endorsement, recommendation or preference by the American Society for Apheresis".

6. A written contractual agreement between ASFA and the agency or group or individual seeking endorsement is required.
7. The fee for review and/or endorsement of materials and programs is set by the Board of Directors. All fees are non-refundable. Applicants will be informed that payment of fees does not guarantee endorsement.

8. The timeframe for review of the endorsement request will be determined by ASFA, not the applicant.

Procedures:

1. Applicants requesting endorsement will send an official request and an electronic copy of the program or material to be endorsed to the ASFA Head Office.
2. The Executive Director will forward the original material or program for endorsement to the President for initial screening.
3. The President will complete the initial review to ascertain potential eligibility for endorsement; evaluating the submission for consistency with the mission, visions and standards of the association.
4. If the request is deemed eligible for endorsement, the President will provide the potential document to the ASFA Board of Directors for approval and fee determination, per this policy.
5. The President will provide final approval of the endorsement upon review of layout of all packaging and promotional material that displays the ASFA logo or makes any reference to ASFA.
6. The Executive Director will ensure that a contractual agreement with the agency, group or individual seeking endorsement is signed and reviewed annually for the length of the Contract. The contractual (legal) agreement shall include the following requirements:
   - ASFA will have final approval of all statements attributed to ASFA or using the name "ASFA", "American Society for Apheresis".
   - ASFA will be adequately assured of protection against legal liability utilizing legal advice of ASFA lawyers.
   - The parties will agree on the term of the contract as recommended by the expert reviewers.
   - A termination provision will be outlined as specified and agreeable to ASFA.
   - ASFA will have assurances that the ASFA statement will not be used to make degrading or unfair comparisons to other materials or programs.
   - All final drafts of materials, layouts for packaging and promotional pieces must be submitted for final sign-off by the ASFA Vice President (allow ten working days) prior to publication and/ or presentation.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

7.3 VENDOR REQUESTS

PURPOSE:

The purpose of this policy is to guide Society leadership association in dealing with requests or interest from outside agencies, groups or individuals. This policy applies to ASFA Society business only.

GUIDELINES:

After receipt of a request or interest from outside agencies, groups or individual, in regards to ASFA Society business, ASFA leaders will follow these guidelines:

1. ASFA leader to submit all applicable information on the request or interest, including but not limited to name, organization, contact information and nature of request or interest, to the ASFA Corporate Liaison.
2. The ASFA Corporate Liaison will review and consider the request or interest and determine whether further consideration by the ASFA Head Office and/or Board of Directors is necessary.
3. The ASFA Corporate Liaison will follow up with the interested agency, group or individual.
4. The ASFA Corporate Liaison will follow up with the ASFA leader in regards to ongoing status.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

SECTION 8: MEMBERSHIP

8.1 MEMBERSHIP

PURPOSE:

To provide consistency in membership accrual and maintenance.

GUIDELINES:

1. The membership year shall be from January 1 to December 31 inclusive.
2. The membership dues will be reviewed and approved by the ASFA Board of Directors annually.
3. Renewal notices will be sent in Fall. Reminder notices will be sent in Winter. If renewal is not received by Spring, said member's name will be removed from the membership list.
4. New and renewing members will receive an information package from the ASFA Head Office containing but not limited to:
   - Welcome Letter
   - Receipt for Membership Fee

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

8.2 SALE OF MEMBERSHIP LABELS

PURPOSE:

This policy will provide direction for requests for release of names of ASFA members.

GUIDELINES:

Various parties may request mailing labels following the below guidelines for the purpose of business. Labels will be released by the ASFA Head Office and sent to the requesting party who will then attach their material and mail out.

1. Committees may not independently release names of their membership for any purpose.
2. Labels will exclude members who have indicated on their membership forms that they do not wish to have their names included in the sale of labels for promotional purposes.
3. Membership labels will be released only for mailings that will enhance professional development and/or apheresis medicine. These mailing lists may be used for ONE MAILING only. The list may not be duplicated or reproduced in any manner.
4. Material accepted for distribution should be judged to: substantively contribute to the knowledge or education of both physicians and allied health professionals.
5. Requests for the purpose of sales promotion or marketing will not be granted.
6. Requests for the purpose of offering funds will not be granted

Mailing labels will have an associated fee, per the Membership Label package, as approved by the ASFA Board of Directors.

The procedure will be as follows:

1. Interested individuals contact head office to have request form e-mailed/faxed to them, and will e-mail/fax or mail the completed request form to ASFA.
2. Upon confirmation of the above requirements, the set of labels will be mailed or e-mailed.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

8.3 PRIVACY

PURPOSE:

This policy is designed to inform members and affiliates about ASFA's practices regarding collection, use, and disclosure of information that may be provided to ASFA.

GUIDELINES:

1. Commitment to Privacy: ASFA is committed to controlling the collection, use and disclosure of the personal information provided by its members and affiliates.
2. Personal Information: For the purposes of the Policy, "Personal Information" means any information, recorded in any form, about any identified individual or any individual whose identity may be inferred or determined from the information, but does not include business contact information.
3. Consent: ASFA will seek consent prior to the collection, use and disclosure of personal information as required by applicable privacy legislation. Subject to legal and contractual requirements, members or affiliates can refuse to consent to ASFA's collection, use or disclosure of personal information about that individual. Individuals may also withdraw consent to any further collection, use or disclosure of information at any time by providing reasonable notice. If ASFA's intended disclosures or uses of information change, ASFA will notify accordingly. Consent is confirmed annually upon completion of the membership application form.
4. Collection: Personal information is collected by ASFA only when individuals specifically and knowingly provide it to ASFA, such as when individuals become members of ASFA or choose to receive information, products or services from ASFA. ASFA may also receive personal information from other organizations or third parties provided that such third parties confirm to ASFA that they have obtained consent to the disclosure of personal information. Publicly available information, such as a public directory listing of name, address, telephone number and electronic address, is not considered personal information.
5. Use: ASFA uses personal information for the following purposes:
   - to communicate about membership and membership benefits (including renewal forms and reminders);
   - to provide information related to ASFA projects, services, conferences, elections, events or other information which is deemed of interest;
   - to provide ASFA publications such as the Journal of Clinical Apheresis or newsletters from ASFA Special Interest Groups, Committees or Initiatives, email updates and bulletins, and other electronic

or printed publications that are deemed by ASFA as important;

- to contact members, affiliates and delegates from time to time to conduct research and surveys in an effort to continually improve services and programs.

6. Disclosure: ASFA discloses personal information to the following parties and in the following circumstances:

   - Website Directory: ASFA posts on its website a directory of its members, including mailing address, phone, fax and email address. The directory will be posted in a "members only" area of the site, protected by password. Members who do not wish to have their contact information posted in the members area of the ASFA website may indicate this preference on the ASFA membership or renewal form, or notify the Head Office at any time by providing reasonable notice.
   - Industry and Organizational Affiliates: ASFA provides mailing addresses to industry and organizational affiliates, for the purposes of mailing items which ASFA deems to be of interest to ASFA members. All mailings must first be submitted for approval to ASFA. All third parties are permitted to use the mailing list once only, and only for the approved mailing. All third parties receiving mailing lists must comply with state and local regulations. Members who do not wish to have their mailing addresses provided for third-party mailings may indicate this preference on the ASFA membership or renewal form, or notify the Head Office at any time by providing reasonable notice.

7. Accuracy: ASFA will make reasonable efforts to ensure personal information is accurate, complete and up-to-date. Members and affiliates are expected to inform ASFA of any change of name, address or other information. In the event that a member has questions about the accuracy of factual information collected, the member will have access to verify and update the information. If inaccurate information has been disclosed to a third party, ASFA will contact the third party to correct the information.

8. Security: ASFA is committed to protecting the privacy of its members and affiliates. Security measures, restricted access and the use of passwords and encryption have been adopted to protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use or modification. ASFA staff and contractors have been trained to respect member privacy at all times and those employees with access to personal information shall use personal information strictly in accordance with the ASFA Privacy Policy and the laws applicable to each business.

9. Principles of Fair Information Practices: ASFA adheres by the following principles of fair information practices:

   - ASFA is responsible for the personal information under its control and shall designate one or more individuals who shall be accountable for the company's compliance with the procedures and principles set out in the ASFA Privacy Policy.
   - ASFA will identify the purpose for which personal information is collected at or before the time the information is collected. The purposes for which information is collected, used or disclosed by ASFA must be those that a reasonable person would consider are appropriate in the circumstances.
   - The knowledge and consent of the individual are required for the collection, use or disclosure of personal information, except where consent is not required by privacy legislation.

10. ASFA shall limit the collection of personal information to that which is necessary for the purposes identified. Personal information shall be collected by fair and lawful means. Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfilment of the purposes for which it was collected. Personal information shall be as accurate, complete and up-to-date as is necessary for the purposes for which it is to be used.

11. ASFA shall make readily available to its members specific information about its policies and practices relating to the management of personal information.
12. Access: For questions about the ASFA Privacy Policy or the collection, use or disclosure of your personal information by ASFA, please contact the ASFA Head Office at.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

8.4 CODE OF CONDUCT

PURPOSE:

This policy is designed to inform members and affiliates about ASFA's code of conduct expectations and the protocol for managing members that act in ways that are deleterious to the Society.

GUIDELINES:

ASFA supports high standards of medical, technical and administrative performance, investigation, application and education. ASFA members are expected to do their best to deliver the greatest safety and efficacy, promote integrity and transparency, support community consensus building, and act responsibly.

Many reasons could constitute a breach in code of conduct, including but not limited to, failure to participate in Society commitments, conduct that reflects poorly on the Society and/or failure to comply with the Society's policies. Grievances on breaches to the code of conduct must be submitted and reviewed via the following process:

1. Code of conduct breaches must be presented in writing to the ASFA Executive Director by at least two members. The reasons for this breach must be directly related to Society business or activities. The report must include the nature of the grievance and an explanation of the action taken to resolve this grievance. Grievances must be submitted to the Executive Director within 30 days of the issue of concern.
2. The Executive Director will determine the most appropriate Review Committee, generally the Executive Committee or a subset of the Board of Directors as appropriate.
3. The Review Committee will study and investigate the nature of the complaint and report its findings.
4. The member must be given an opportunity for self-defense in person or in writing before the Review Committee.
5. If deemed necessary, consequences must be approved by must be approved by a vote of at least three-fourths of the Board of Directors. Consequences may include but are not limited to, written reprimand/warning, temporary membership removal, and permanent removal from the Society.
6. Members will be provided with the opportunity to appeal a decision once, at which time the review process will begin again via a differing Review Committee.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

SECTION 9: OTHER

9.1 Archiving, Storing and Destruction of Materials

PURPOSE:

The purpose of this policy is to outline the procedures for archiving, storing and destruction of ASFA Society materials.

GUIDELINES:

Archiving

Archives consist of historical documents such as photographs, by-laws, reports and ledgers pertaining to the Association.

1. ASFA members should notify the ASFA Head Office if they wish to have an item considered for archiving.
2. The suitability of the item for archive will be determined by consensus by the Board of Directors.
3. Items deemed suitable for archiving should be forwarded to the ASFA Head Office.
4. Items selected for archive will be maintained on the ASFA archive inventory list.
5. Some items may be maintained at the ASFA Head Office, while others may be moved to secure offsite storage.
6. Selected items that are deemed not to be of historical significance will be destroyed after the storage requirements have been met.

Storing

1. Financial records, including statements, audits, receipts, bills, invoices, ledger and tax records, will be stored by the ASFA Head Office for 7 years or as required by legislative timeframes, whichever is longer.
2. Corporate and/or legal documentation, including Board of Directors and Annual General Meeting minutes, bylaws and amendments, legal documents, registration, annual reports, insurance records and policies and procedures, will be stored by the ASFA Head Office as required by legislative timeframes.
3. General information, including historical photographs, copies of newsletters, key correspondence, and journals, will be stored by the ASFA Head Office as required by legislative timeframes.

Destruction of Materials

The ASFA Head Office will not destroy any financial records, corporate and/or legal documentation, and/or general information, as described above, without prior approval by the ASFA Board of Directors.

Upon completion of a term on the ASFA Board of Directors, and/or ASFA Committee, each outgoing member is responsible for forwarding all ASFA materials, via mail or electronic copy, to the ASFA Head Office. After forwarding this information to the ASFA Head Office, the outgoing member is responsible for destroying these documents – via electronic deletion and/or shredding of print materials.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

9.2 Financial and Professional Conflict of Interest

PURPOSE:

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (American Society for Apheresis) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction, due to financial or other interests or roles in other professional organizations or institutions. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

GUIDELINES:

Definitions

Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect, real or perceived, financial interest (as defined below), or a professional interest or relationship with the organization or institution in question (also defined below), is an interested person.

Financial Interest: A person has a financial interest if they have, directly or indirectly, through business, investment, or family:

a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,

b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Professional Interest: A person has a professional interest if they have, directly or indirectly, through business, investment, or family:

a. A professional interest or arrangement in any entity with which the Organization has a transaction or arrangement (e.g. director, principal officer or member of a committee)

A professional interest is not necessarily a conflict of interest. A person who has a professional interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures

1. Duty to Disclose

   a. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

   b. After disclosure of the interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Managing the Conflict of Interest
   a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
   b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
   c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
   d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflicts of Interest Policy
   a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
   b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have an interest in connection with an actual or possible conflict of interest, the nature of the interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

The Board of Directors is responsible for reviewing these conflicts of interest on an annual basis.

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible private benefit or in an excess benefit transaction.

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

I understand the above policy and agree to comply with its guidelines:

Name (Print): _____Signature: _____

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

9.3 WORLD APHERESIS ASSOCIATION REPRESENTATION

PURPOSE:

To outline the role of an ASFA Member who acts as a representative ("Councillor") of the American Society for Apheresis (ASFA) to the World Apheresis Association (WAA).

GUIDELINES:

ASFA WAA Councillor must be appointed by the ASFA President and approved by the ASFA Board of Directors. The appointee must be either current or past member of the ASFA Board of Directors.

ASFA WAA Councillor is responsible for the following:

- Represent ASFA at the WAA Board of Directors; where s/he has two votes only when ASFA membership exceeds 750 members per WAA bylaws.
- Be an active member of WAA committees if appointed
- Provide a continuous two-way communication link between the ongoing work of the WAA and the ASFA Board of Directors
- Provide reports to the ASFA Board of Directors for all in-person meetings, per template provided by the ASFA Head Office
- Discuss corresponding memberships and other potential collaborations with the WAA
- Provide an annual budget to the ASFA Head Office associated with fulfilling the duties of this position.

ASFA WAA Councillor will be approved by the ASFA Board of Directors bi-annually and will be involved in WAA activities for a term of 2 years, for a maximum of 3 full terms (defined as time between WAA meetings through the end of the meeting), unless otherwise confirmed by the Board of Directors. (Note: If the appointment is only for a portion of the two year term, this will not count towards full terms. However, if the ASFA WAA Councillor is elected as the Officer of WAA, the Councillor position becomes vacant and a new representative must be appointed in a timely manner).

ASFA will provide financial coverage for expenses per the following:

- Economy airfare booked at least 3 weeks in advance of travel
- Economical ground transportation
- Hotel coverage for the nights required for the applicable meeting at the meeting location
- Meals per ASFA Board of Directors Travel Policy

Expenses other than the above listed must be approved by the ASFA President and Treasurer.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

REFERENCES:

WAA By-laws http://www.worldapheresis.org/about/bylaws.html accessed 2010/01

9.4 WHISTLEBLOWER POLICY

EXPECTATION

ASFA (the "organization") expects directors, officers and employees to observe high ethical standards in carrying out their responsibilities and to comply with all applicable laws and regulations.

OPEN DOOR POLICY

If any director, officer or employee has complaints, concerns, or questions as to the ethics or legality of a particular action taken by another director, officer or employee, they are encouraged to raise such complaints, concerns or questions with the relevant individual. With respect to directors, the relevant individual is the chairperson of the board of directors. With respect to officers and employees, the relevant individual is the Executive Director. In the event a board member is not comfortable raising the issue with the board chair, he/she should contact any other member of the board. In the event an officer or employee is not comfortable raising the issue with the Executive Director, he/she should contact a member of the board. In the event none of the foregoing are reasonable options and the director, officer or employee believes there may have been a legal transgression, he/she should contact an outside attorney. Anyone filing a complaint concerning a violation or suspected violation of a law, regulation or ethical requirement must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Individuals making baseless or malicious accusations will be disciplined up to and including termination.

REQUIREMENT OF INVESTIGATION

Within a reasonable time of receiving a complaint, concern or question regarding compliance with a law, regulation or ethics requirement, the Executive Director and/or Board Chair shall open an investigation into the matter and pursue it to resolution. Should the Executive Director or Board Chair find that a law, regulation or ethics requirement has been violated, appropriate action should be taken.

CONFIDENTIALITY

To the degree possible, the names of the individuals reporting under this Whistleblower Policy shall be kept confidential.

PROTECTION FROM RETALIATORY ACTION

Neither the organization nor its managers may take any negative employment or other retaliatory action against any director, officer or employee who in good faith reports a violation of a law or regulatory requirement. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline including, but not limited to, termination of employment.

ACCOUNTING AND AUDITING MATTERS

The Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing.

GENERAL POLICY

This general policy is not a contract and it may be rescinded or amended at any time by the organization. It is not intended to and does not create any legally enforceable rights whatsoever for any employee.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

9.5 JOINT VENTURE

ASFA (the "organization") may, from time to time, wish to invest in, contribute assets to, or otherwise participate in a joint venture or similar arrangement with one or more taxable entities. No such action shall be taken except in accordance with the procedures in this Joint Venture Policy. The procedures in this Joint Venture Policy need not be followed with respect to any venture entered into by the organization solely for the production of income or appreciation of property, and from which 95% or more of the income will be passive income under Section 512(b)(1-5) of the Internal Revenue Code.

PROCEDURES

1. Before entering a joint venture or similar arrangement with one or more taxable entities, the board of directors of the organization will take the following steps:
2. The board will empower a board member, group of board members or an outside professional to negotiate on its behalf with other participants in the venture to ensure that all contracts entered into are arm's length or more favorable to the organization, and that the organization's exempt status is protected.
3. The organization will only enter joint venture or similar arrangement with one or more taxable entities designed to further the tax-exempt mission of the organization.
4. The organization will not enter any joint venture or similar arrangement with one or more taxable entities unless it retains at least 51% of the voting power or control over decisions regarding the direction and operation of the venture or arrangement.
5. The organization will not enter any joint venture or similar arrangement with one or more taxable entities that would result in improper political intervention or a substantial amount of lobbying by the organization.
6. The board will review any and all agreements or legal documents establishing and outlining the terms of the venture or arrangement for compliance with the foregoing requirements.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

SECTION 10: PUBLICATIONS

10.1 DISCLAIMER

PURPOSE:

To provide disclaimers for use when ASFA supports intent of initiatives or provides space and resources to an event.

GUIDELINES:

If ASFA supports the intent of an initiative, but wishes to ensure a broad spectrum of information and resources is made available to the target population a disclaimer may be used.

An example of such a statement could include: "The purpose of the American Society for Apheresis (ASFA) is to promote research pertaining to the study of Apheresis therapy for patients and to the study of the care and management of Apheresis donors; Promote the training and use of Apheresis technology for the preparation of blood components and their clinical application. _____ provided by ASFA does not imply recommendations or endorsement."

For a specific educational event a disclaimer may read: "_____ has been provided space and (company) resources for this event to be held for ASFA members' benefit. Providing space and resources does not imply that ASFA endorses or assumes any responsibility for the content of the event or any promotional material used during the event."

For lectures/ presentations, a slide with this disclaimer will be provided to the industry/ sponsor that must be shown prior to the start of the event.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

10.2 PUBLICATIONS AND AUTHORSHIP

PURPOSE:

To describe the publication and assignment of authorship of materials/projects within the association, assigned to a committee, special project team and/or individual. These guidelines are not in replacement of specific publication and authorship guidelines written specifically for the Journal of Clinical Apheresis.

GUIDELINES:

Publication

- The Executive Committee is responsible for determining the appropriate location of publications developed under the auspices of the American Society of Apheresis.
- It is the responsibility of the project team leader and/ or special initiatives coordinator or chair of a standing committee to ensure that the ASFA Board of Directors are kept informed of the progress of a special project.
- Contractual agreements between funding agencies of a project initiative shall include a statement providing ASFA the rights to publish articles related to the process and/ or evaluation of the project.

- Publication of materials arising out of a special project should acknowledge the contribution of ASFA members who have participated in the project.
- All published materials should have a disclaimer regarding accuracy of information.
- Publications arising from projects for which financial support is external to the association shall acknowledge the financial contribution of the agency / corporation in supporting the project.

Authorship

- All members of a project team are invited to participate as part of the writing team and one or two members of the team who will take a lead/ coordination role in the writing and lead the writing team shall be named the principal author(s).
- It is the responsibility of the principal author(s) to ensure that all contributing members and sponsors are properly acknowledged within the written article. Contributing members of a project team are acknowledged in a footnote, unless a member declines.
- Each participating member of the project team or committee shall be listed in the document upon publication.
- If project members have contributed to the writing of materials for a project they should be acknowledged as contributing authors of such works.

Advertising

All advertisements used in ASFA publications must be approved by the applicable Committee and are subject to the following conditions:

- maintains ASFA's credibility and corporate image
- consistent with ASFA's philosophy, goals and objectives
- provides a convenience/ benefit for membership
- respects the privacy of ASFA members
- increases profit for minimal commitment of ASFA resources
- minimizes all risks to ASFA including financial, political or other implications

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

10.3 JOURNAL OF CLINICAL APHERESIS EDITOR IN CHIEF

PURPOSE:

To outline the position of the Editor in Chief of the Journal of Clinical Apheresis (JCA), the official journal of the American Society for Apheresis.

GUIDELINES:

The Journal of Clinical Apheresis (JCA) is a critical component of the mission and vision of the American Society for Apheresis (ASFA). As such, the position of the Editor-in-Chief is considered vital to the Society. The selection and approval of the Editor in Chief is the responsibility of the ASFA Board of Directors, however to protect editorial independence, the Editor in Chief is directly remunerated by the publisher of the JCA without consultation with the Society.

Selection of the Editor-in-Chief

1. Only persons who are active members of the Society are eligible for this appointment
2. At time of appointment, the Editor-in-Chief cannot be the ASFA Director. Only exception is the position of the interim Editor-in-Chief.
3. The person appointed to this position shall fulfil the criteria established by the Ad Hoc Search Committee appointed by the President

Editor-in-Chief Responsibilities

The Editor-in-Chief has the following responsibilities:

1. Attend ASFA Annual Meetings
2. Prepare a written report of the performance of the JCA every 6 months for the Board of Directors
3. Prepare a report for the Annual Business Luncheon (Annual General Meeting) at the ASFA Annual Meeting.
4. Work with the Publisher to ensure maximum quality of the JCA
5. Sign the ASFA Conflict of Interest form annually
6. Establish editorial policy in consultation with the ASFA Board of Directors
7. Execute editorial responsibilities as outlined in the contract between Editor and Publisher

Editor-in-Chief Term

1. The Editor-in-Chief is appointed by the ASFA Board of Directors for a term of 6 years and approved annually. The Editor-in-Chief can serve maximum 2 terms. The start and end dates of the annual renewal shall be reflected in the contract between the Editor-in-Chief and the JCA Publisher.
2. Eighteen months prior to expiration of the first term, the Editor-in-Chief shall inform in writing of his/her interest in serving for the second term
3. If the Editor-in-Chief is willing to serve the second term, the Board of Directors, in the meeting without the presence of the Editor-in-Chief, should consider the request. The BOD shall vote on the approval of the request.
4. In the event of the Editor-in-Chief's:
   a. Resignation;
   b. Termination of the appointment (the manner of voting should be consistent with termination of the BOD officer; see ASFA bylaws Article V Section 3);
   c. Lack of interest in serving the second term;
   d. Lack of BOD support for the second term; or
   e. Loss of eligibility to serve (e.g. completion of the second 6 year term; loss of the Society membership, etc)

   the President shall establish an Ad Hoc Search Committee to identify the new Editor-in-Chief
5. If the new Editor-in-Chief is not identified by the expiration of the term or there is vacancy in the position due to one of the reasons listed above, the President shall appoint an interim Editor-in-Chief
6. The JCA Publisher should be notified of any personnel changes in the Editor-in-Chief position by the ASFA President as soon as reasonable but not later than 6 months in the case of expiration of the term and in a timely fashion in the case of immediate vacancy.

7. To establish the proper implementation of the policy, the current Editor-in-Chief will have three years from the time of the approval of this policy to the end of the term. This will be considered the first term and the Editor-in-Chief will have an option to request a second term of 6 year duration subject to this policy.

Financial

1. The JCA Publisher is solely responsible for remuneration and any financial support for the Editor-in-Chief, unless the Editor-in-Chief performs functions unrelated to this position.
2. Any other financial matters must be resolved by the ASFA President and Treasurer.
3. The Editor-in-Chief does not participate in any financial negotiations between the Society and the JCA Publisher in order to protect editorial independence.

Other

Any issues related to the position of the Editor-in-Chief not addressed by this policy shall be resolved by the Board of Directors.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

10.4 TRANSLATION OF ASFA MATERIALS

PURPOSE:

The purpose of this policy is to provide a consistent approach to the translation of ASFA materials.

GUIDELINES:

Minimal External Funding Available

A minimum of $5000.00 USD of external funding is required to translate any ASFA materials, due to typesetting, printing and administrative expenses.

If only $5000.00 USD of external funding is available, the translation must be conducted by volunteers.

Volunteer translators must have the following qualifications:

- Fluent in English and in the related language
- Background in apheresis
- Approval by the ASFA President

The process includes two independent translators working on the document; comparing the translation on completion of the draft; and engaging a third independent translator to confirm the final translation. The process will be managed by the ASFA Head Office.

Full External Funding Available

Full external funding of a translation requires a minimum of $20,000.00 USD, including professional translation, typesetting, printing and administrative expenses.

If full external funding is available, a professional translator will be hired to conduct the translation of the

materials. Following translation, an ASFA leader who is fluent in English and the related language will review the translated materials to ensure correctness. An honorarium may be provided to the ASFA leader, if appropriate. The process will be managed by the ASFA Head Office.

Distribution

All translated ASFA materials will be managed and distributed by the ASFA Head Office. Product web pages will be translated and available as appropriate.

Copyright

ASFA maintains the copyright of all translated materials, irrelevant of process or language.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

SECTION 11: WEBSITE

11.1 WEBSITE GUIDELINES

PURPOSE:

To provide guidelines for the development and maintenance of ASFA's presence on the World Wide Web.

GUIDELINES:

ASFA Website

1. ASFA will act as the "producer" of ASFA's web pages. It will be the responsibility of the Head Office to oversee the archiving, usage, and development of the ASFA web site.
2. The ASFA Head Office Communications Committee will ensure:
   - that information posted on the web site is current and presented in a logical, responsive, and appealing manner.
   - the pages are not used for inappropriate information or potentially offensive information.
   - content is consistent with ASFA's vision and mission.
   - that the design and format for all pages on-line are consistent with existing pages and that the introduction of new information and material will not adversely affect existing material.
   - that existing material is up-dated or removed.
3. In the case of inappropriate or potentially offensive information posted on the ASFA website (e.g. on the ASFA discussion board), the ASFA Communications Committee will be responsible for notifying the ASFA Head Office. The ASFA Head Office will remove the information immediately.
4. The Head Office is responsible to review and up-date web site content, as new changes need to be implemented. This is to ensure that all information is current and accurate.
5. The Head Office will approve material submitted for inclusion on the web site consistent with ASFA's vision and mission.
6. ASFA is accountable for the contents of its pages. The Head Office is responsible for posting material and ensuring the ongoing maintenance of the quality of information available on the pages.
7. All information, including design elements of the ASFA web site, is owned by ASFA. Any materials owned by others (such as articles published in the journal) may not be placed on ASFA's web site without the copyright holder's written permission.

Career Postings:

The following guidelines apply to all requests for career postings:

- The employment opportunity must be related to apheresis-related practice, education, administration or research
- The request for posting will be accepted from any health related organization or group.
- The Organizations / groups must provide the necessary contact information within the posting.

The cost of posting a career opportunity is determined on an annual basis, per career posting package, to be invoiced by ASFA Head Office.

ASFA will not be responsible for accepting applications for the posting.

Only ASFA may distribute the posting using any ASFA communications.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

SECTION 12: SUCCESSION

12.1 NOMINATIONS AND SUCCESSION PLANNING

PURPOSE:

The purpose of the ASFA Nominations and Succession Planning Policy is to outline the activities associated with nominations of individuals to ASFA Leadership roles, including Committee Chairs and the Board of Directors. This policy acts as an adjunct to the ASFA bylaws.

GUIDELINES:

Succession Planning

The ASFA Nominations Committee will create a list of ASFA Leadership Candidates to assist in the succession planning process. The list of ASFA Leadership Candidates must be updated by the ASFA Nominations Committee on an annual basis at the time of Committee and Board of Directors appointments (i.e.: between October 1 and December 31 of every year). The list of ASFA Leadership Candidates requires review and approval by the ASFA Executive Committee.

To assist with decision-making, an ASFA Biosketch Package will be created for each candidate in the list of ASFA Leadership Candidates. This package will be confidential as an electronic file held at the ASFA Head Office (per ASFA Privacy Policy). The ASFA Biosketch Package will include the following information:

1. Curriculum Vitae, to be submitted by the potential candidate, including:
   a. Geographic location (State/Country)
   b. Degrees and educational background
   c. Number of years in the field of apheresis medicine
   d. Relevant experience/contributions to the field of apheresis medicine (e.g. Title, Employment History, Awards)
   e. Primary interest (rank order the following categories: administration, donor apheresis, therapeutic apheresis, cellular therapy)
   f. Secondary interest (rank order the following categories: administration, donor apheresis, therapeutic apheresis, cellular therapy)

2. ASFA Membership Background, to be provided by the ASFA Head Office, including:
   a. ASFA member since…
   b. ASFA experience/contributions - as an ASFA Board of Directors member, Committee/Subcommittee Chair and/or Committee/Subcommittee member
   c. Who nominated and individual and when the nomination occurred

In addition to the above information, the ASFA Biosketch Package will include all completed ASFA Contribution Evaluation Forms. The ASFA Contribution Evaluation Forms will be anonymous and will be completed by applicable members of the following groups, as requested by the ASFA Nominations Committee: ASFA Board of Directors, ASFA Committee Chairs, and/or ASFA Head Office Staff as necessary.

The ASFA Biosketch Package must be updated annually at the time of Committee and Board of Directors appointments (i.e.: between October 1 and December 31 of every year) by the ASFA Head Office and the candidates in the list of ASFA Leadership Candidates. Potential candidates will confirm the validity of their provided information in the ASFA Biosketch Package on an annual basis.

ASFA Nominations Committee

Per the ASFA Bylaws, this committee will consist of the following 7 members:

1. Chair: Immediate Past President
2. Past Presidents (2 additional): the past president (one year removed), and the past president (two years removed)
3. 4 members selected from the membership at large by the Immediate Past President

Membership at large should be selected according to a balanced Committee of minimum of 3 allied health and minimum 3 physicians and should take into account geographical representation. Membership at large must be per the definition of 'Individual Member' as defined in the ASFA Bylaws. Members of the Nominations Committee are not eligible for nomination to the ASFA Board of Directors during the year of Committee tenure.

Nominations Procedure

The ASFA Nominations Committee will use all means possible (including the ASFA newsletter, newsflash, website and other modes of communication) to obtain Board of Directors nominations from the ASFA membership.

The ASFA Nominations Committee Chair is responsible for contacting nominees to confirm their interest in either a Director or Officer Position on the ASFA Board of Directors. Upon confirmation of interest, the ASFA Nominations Committee is responsible for confirming the slate of nominees.

Per the ASFA Bylaws, nominees must be members in good standing of the Society, and cannot be an Associate Member, as per Bylaws description of such.

Per the ASFA Bylaws, the ASFA Nominations Committee is responsible for submitting the names of all nominees to the ASFA Board of Directors at least 30 days in advance of the annual meeting. At this time, the ASFA Board of Directors will approve the list for presentation to the ASFA membership at the ASFA Annual Business Meeting.

The Nominations Committee Chair is responsible for contacting the applicable nominees within 1 week after approval by the Board of Directors to notify them of their candidacy.

Per the ASFA Bylaws, Board of Directors members will be elected by the members at each annual meeting of the Society to serve a term of 3 years and until his or her successor shall have been appointed and qualified, for a maximum of 2 terms. Each Director shall be a member in good standing of the Society. Not fewer than four (4) Directors shall be Physicians; not fewer than four (4) Directors shall be Allied Health Professionals (non-physicians).

Per the ASFA Bylaws, the Officers of the Society shall be elected annually by the Board of Directors at its annual meeting for a term of 1 year and until his or her successor shall have been duly elected and qualified. At least one (1) officer of the Society shall be an Allied Health Professional (non-physicians) and at least one (1) officer of the Society shall be a physician.

Per the ASFA Bylaws, the President of the Society shall submit names, for Board approval, for chairpersons of each standing committee. Further detail on this process can be found in the ASFA Committee Policy.

Nominations and Elections Schedule

The nominations and elections procedure will follow the following schedule:

1. 8-10 Months Previous to the Annual Meeting: ASFA Nominations Committee update of the list of ASFA Leadership Candidates, collection of information for the ASFA Biosketch Package and approval of the list of ASFA Leadership Candidates by the ASFA Executive Committee
2. 6-8 Months Previous to the Annual Meeting: ASFA Nominations Committee call for nominations
3. 4-6 Months Previous to the Annual Meeting: confirmation of nominee interest and nominees roster by the ASFA Nominations Committee
4. 30-90 Days Previous to the Annual Meeting: presentation of the nominees to the ASFA Board of Directors by the ASFA Nominations Committee and approval by the ASFA Board of Directors
5. 22-90 Days Previous to the Annual Meeting: contact of the nominees by the ASFA Nominations Committee Chair
6. Annual Business Meeting: vote on the Board of Directors nominees by the ASFA membership
7. In-Person Annual Meeting Board of Directors Meeting: vote on the Officers nominees by the ASFA Board of Directors

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

FORMS

A: FINANCIAL AND PROFESSIONAL CONFLICT OF INTEREST FORM

PURPOSE:

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (American Society for Apheresis) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction, due to financial or other interests or roles in other professional organizations or institutions. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

GUIDELINES:

Definitions

Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect, real or perceived, financial interest (as defined below), or a professional interest or relationship with the organization or institution in question (also defined below), is an interested person.

Financial Interest: A person has a financial interest if they have, directly or indirectly, through business, investment, or family:

a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,

b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Professional Interest: A person has a professional interest if they have, directly or indirectly, through business, investment, or family:

a. A professional interest or arrangement in any entity with which the Organization has a transaction or arrangement (e.g. director, principal officer or member of a committee)

A professional interest is not necessarily a conflict of interest. A person who has a professional interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures

1. Duty to Disclose

   a. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists
   a. After disclosure of the interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Managing the Conflict of Interest
   a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
   b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
   c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
   d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy
   a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
   b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have an interest in connection with an actual or possible conflict of interest, the nature of the interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who

receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

The Board of Directors is responsible for reviewing these conflicts of interest on an annual basis.

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible private benefit or in an excess benefit transaction.

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Participation in Purchasing/Decision Making Process (check all that apply)

Please check the appropriate boxes below to indicate any relationship, financial, professional or personal, you may have with a commercial entity or competing commercial entities involved with ASFA. Any conflicts will be managed by the ASFA Conflict of Interest Policy. Completion of this is mandatory prior to participating in decision-making processes.

1.	No ☐	Yes ☐	I, my spouse, or my dependents own stock or stock options in a company or the parent or controlling company. ($10,000 is the federal threshold for significant financial conflict.) *Stock in a mutual fund not managed by you, your spouse or dependents need not be disclosed.*
2.	No ☐	Yes ☐	I have received consulting fees from a company or the parent or another affiliated company in the past 12 months.
3.	No ☐	Yes ☐	I have received in the past 12 months a grant, scholarship or award from a commercial entity.
4.	No ☐	Yes ☐	I have received in the past 12 months research support from a commercial entity.
5.	No ☐	Yes ☐	I have a royalty agreement with a company or the parent or another affiliated company. *I have received royalties from the company (excluding payments from paid-up licenses) in the past 12 months and/or I have contractual rights to receive royalties from the company or the parent or another affiliated company.*
6.	No ☐	Yes ☐	I am a former employee of a company (within the last 3 years).
7.	No ☐	Yes ☐	I am a member of the Board of Directors for a company or other non-profit Society.
8.	No ☐	Yes ☐	My spouse or dependents have a direct relationship with the company, per one of the following: Employee; Recipient of grant, award or scholarship; Advisory Board Member; Owner; Board of Directors member; Consultant.

If you answered 'Yes' to any of the above or if you have any other relationship not covered above that you, your spouse or dependents may have with the company or competing commercial entities under consideration that could be perceived as a conflict of interest, please outline the nature of this interest and/or relationship below. Please attach additional pages as required.

I understand the above policy and agree to comply with its guidelines:

Name (Print): _____

Signature: _____

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016

B: CONTRIBUTION EVALUATION FORM

PURPOSE:

The goal of the American Society for Apheresis (ASFA) Contribution Evaluation Form is to provide applicable information to be added to the ASFA Biosketch Package. An ASFA Biosketch Package will be created for all potential candidates in the list of ASFA Leadership Candidates and will assist the Nominations Committee and Board of Directors in the selection of appropriate ASFA leadership.

The ASFA Contribution Evaluation Forms will be anonymous and will be completed by applicable members of the following groups, as requested by the ASFA Nominations Committee: ASFA Board of Directors, ASFA Committee Chairs, and/or ASFA Head Office Staff as necessary.

The ASFA Nominations Committee is to request the completion of the ASFA Contribution Evaluation Form of the abovementioned groups in preparation for the nominations process.

GUIDELINES:

Please complete the below form and return it to the ASFA Head Office.

Candidate Name: _____

Potential Candidate ASFA Position: _____

Date: _____

Circle the response that best reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

1. The candidate has a good record of meeting, teleconference and program attendance.	1	2	3	4	5
2. The candidate shown responsibility to their ASFA activities.	1	2	3	4	5
3. The candidate is familiar with ASFA's organizational structure and activities.	1	2	3	4	5
4. The candidate has shown initiative for ASFA activities.	1	2	3	4	5
5. The candidate has expressed interest in ASFA leadership activities.	1	2	3	4	5
6. The candidate has indicated leadership potential.	1	2	3	4	5
7. The candidate supports and promotes the work of ASFA in the community.	1	2	3	4	5
8. The candidate is knowledgeable about issues relevant to ASFA's mission.	1	2	3	4	5

Overall Rating of Candidate: ☐ Excellent ☐ Very Good ☐ Good ☐ Satisfactory ☐ Poor

Please add any additional comments as necessary. Please attach additional pages as required.

REVIEW STATUS:

This policy will be reviewed on an annual basis.

Next Review: November 2016